



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/81712509452?pwd=indaPfDaVNblYNh8285k3xMCyPvRbd>

1

The regular Board of Park Commissioners meeting will be held on Wednesday, September 18, 2024, at 6:00 PM. in City Hall Meeting Room 1-2 111 North Main Street, Bristol, CT 06010.

AGENDA

1. Call to Order
 - a. Pledge of Allegiance
 - b. Attendance
2. Approval of Minutes
 - a. Approval of Minutes: July 17, 2024 Regular Meeting Minutes
3. Public Participation
4. Superintendent's Report
 - a. Monthly Division Updates
 - b. Project Updates
 - i. Upgrade Your Play Summary Report for Federal Hill Green Playground
 - ii. Project Spreadsheet
 - c. Department Financials
5. Old Business
 - a. Geese Management: Review Draft Educational Signage

6. New Business

- a. Request From P & B Properties to Access Robert's Property to Conduct Soil Testing on Private Property
- b. Consider a Request from Kris Salls for Holiday Light Displays at Page Park Pool
- c. Place on File the Superintendent's FY 23 - 24 End of the Year Financial Report
- d. Approval of the FY 25 Internal Budget Process and Timeline
- e. Contract Award to Dayton Construction for \$4,994,000.00 for Page Park Renovations Phase 1
- f. Annual Review of the BPRYCS Policy Manual
- g. Presentation from Deputy Superintendent on Woodland Management Suvey on Kern Park
- h. BPRYCS 25 - 27 Strategic Plan Activity Heatmapping Workshop

7. Reports and Committee Reports

8. Adjournment

PER ORDER OF THE CHAIRPERSON

Jeff Caggiano, Mayor



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/81712509452?pwd=indaPfDaVNbIYNh8285k3xMCyPvRbd.1>

Agenda

1. Call to Order

Vice Chairman Fiorito called the meeting to order at 6:01 p.m.

a. Attendance

Members Present:

Vice Chair Robert Fiorito
Commissioner Sandra Bogdanski
Commissioner Cynthia Donovan
Commissioner Leonard Lamothe
Commissioner Robert Lawson
Commissioner Emily Michaud
Deputy Superintendent Sarah Larson
Superintendent Joshua Medeiros

Absent:

Chair Jeffrey Caggiano, Mayor
Board of Finance Liaison Marie O'Brien

b. Pledge of Allegiance

2. Approval of Minutes

a. Approval of Minutes: May 15, 2024, Regular Meeting Minutes

MOTION: Made by Commissioner Lamothe to Approve the May 21, 2024, Regular Meeting Minutes.

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

3. Public Participation

None.

4. Superintendent's Report

a. Monthly Division Updates

Superintendent Medeiros presented the Monthly Division Updates; discussion followed.

b. Project Updates

Superintendent Medeiros presented the Project Updates. The updates included Kern Park is completed and just finishing up on the park signage. Pine Lake Adventure Park had its Grand Opening in June. Perry J. Spinelli Pavilion is still undergoing structural improvements and Page Park is out to bid and will be closed on August 16, 2024; discussion followed.

c. Department Financials

Superintendent Medeiros presented the Department Financials; discussion followed.

MOTION: Made by Commissioner Donovan to place the Superintendent's Report on File. Seconded by Commissioner Lamothe, all in favor, motion carried.

5. Old Business

a. Geese Management Alternatives

Commissioner Donovan presented the Geese Management Alternatives. Commissioner Donovan presented Geese Management options at the Policy and Strategy Committee Meeting on July 17, 2024.

She stated the Committee would like to focus more on Educational Signage and proposed withdrawing \$5,000 from the Friends of Bristol Parks and Recreation Fund; discussion followed.

MOTION: Made by Commissioner Donovan to Withdraw up to \$5,000 from the Friends of Bristol Parks and Recreation Fund for Geese Educational Signage. Seconded by Commissioner Lamothe, all in favor, motion carried.

b. 25-27 Strategic Plan Updates

Superintendent Medeiros presented the 2025–2027 Strategic Plan Updates. The plan was presented to the Policy and Strategy Committee, Leadership Team and staff and gave feedback on suggested changes and action items; discussion followed.

MOTION: Made by Commissioner Donovan to Accept the Goals and Objectives of the

2025–2027 Strategic Plan.

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

6. New Business

a. National Gold Medal Award Finalist Presentation

Superintendent Medeiros presented the National Gold Medal Award Finalist Video. The Parks and Recreation Arts and Culture Supervisor Arianna Therriault created the video to be Presented in October at the National Parks and Recreation Association Conference; discussion followed.

- i. <https://www.youtube.com/watch?v=k9x2hG4yiwl>

b. Review Neighbor Concerns Regarding Security at Seymour Park

Superintendent Medeiros reviewed the Neighborhood Concerns Regarding Security at Seymour Park. Superintendent Medeiros presented some of the suggestions that were made, such as adding a gate, or more lights; discussion followed.

c. Schaffrick Property Updates

Superintendent Medeiros presented the Schaffrick Property Updates. A hearing will be held on August 12, 2024, at the Wetlands Commission; discussion followed.

d. Consider a request to extend the Splash Park Hours of Operation from 11 a.m. - 7 p.m. to 10 a.m. - 7 p.m. to accommodate Child Day Care Facilities

Superintendent Medeiros presented the Child Day Care Facilities' Request to Extend the Splash Pad Hours of Operation from 11:00 a.m. - 7:00 p.m. to 10:00 a.m. - 7:00 p.m.; discussion followed.

MOTION: Made by Commissioner Vice Chair Fiorito to Not Extend the Hours of Operation of the Splash Parks.

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

e. Consider a Request from WeLoveU Foundation to Plant 20+ Trees in the City Parks

Deputy Superintendent Larson presented the Request from WeLoveU Foundation to Plant 20+ Trees in the City Parks. She explained that this grant would allow the Bristol Parks and Recreation to choose their own native trees; discussion followed.

MOTION: Made by Commissioner Lamothe to Approve the Request from WeLoveU Foundation to Plant 20+ Trees in the City Parks.
Seconded by Vice Chair Fiorito, all in favor, motion carried.

f. Acceptance to Place on File the New Park Addresses

MOTION: Made by Commissioner Donovan to Place the New Park Addresses on File.
Seconded by Commissioner Bogdanski, all in favor, motion carried.

g. Approval of Policy Referrals from the Policy and Strategy Committee:

Commissioner Donovan presented the updates to the Policy Referrals from the Policy and Strategy Committee for Approval; discussion followed.

MOTION: Made by Commissioner Donovan on the Approval of the Policy Referrals from the Policy and Strategy Committee.
Seconded by Commissioner Lawson, all in favor, motion carried.

i. Refund Policy

Managing and Protecting Park Trees

h. Approval of the Annual Ed Swicklas Employee Recognition Garden Names

MOTION: Made by Vice Chair Fiorito to Approve Walter Kalback and Stephen Alvarez's Names to be added to the Annual Ed Swicklas Employee Recognition Garden.
Seconded by Commissioner Donovan, all in favor, motion carried.

i. Walter Kalback

Stephen Alvarez

7. Reports and Committee Reports

a. Fund Development Committee

None.

b. Policy Committee

None.

c. Finance Committee

None.

d. City Council Liaison

None.

8. Adjournment

MOTION: Made by Commissioner Donovan to adjourn at 7:22 p.m.
Seconded by Commissioner Bogdanski, all in favor, motion carried.

Respectfully Submitted,

Amaris Estrada
Recording Secretary
Board of Park Commission



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

UPGRADE YOUR PLAY – FEDERAL HILL GREEN

Summary Report

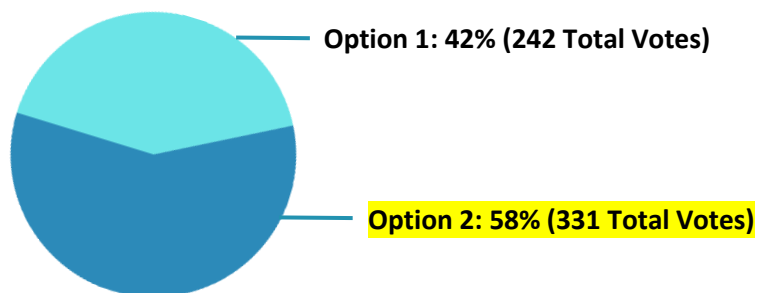
Background

Engagement Period: Thursday, August 1, 2024 – Tuesday, September 3, 2024

Engagement Platform: Digital – Parks Project Portal

Consensus

Two options were available for community members to vote on.



Engagement

- **1,767 Unique views** of the Federal Hill Green Playground Plans on the Parks Project Portal
- **573 Total Votes submitted** via the Parks Project Portal and Facebook
- Average amount of time spent in the Parks Project Portal: 3 Minutes, 46 Seconds

Promotion

- QR Code to Parks Project Portal Posted at Federal Hill Green
- Emailed Out with a Call to action to over 13,000 Residents
- Included in the August Newsletter
- Tabled at Rockin Out at Rockwell Summer Concert Series & the Board of Education Back to School Bash
- Press Release

Limitations

- Strictly digital/online engagement
- Only offered in English
- No collection of identifying information
 - o Non-resident participation
 - o No limit to unique user votes

To learn more about the City of Bristol's Parks, Recreation, Youth & Community Services Department; visit us at www.Bristolrec.com
Join the conversation @BristolCTParksandRecreation on Facebook & @bristolctparksrecservices on Instagram

Option 1

The Mega Deck attracts a multitude of children to play together. The unit offers a variety of activities as well as ground level play access; varied climbing outside as well as inside the structure add to the joy and train the children's spatial awareness, proprioception, and muscles. The ground level activities are perfect for socializing and quieter play. The spinner bowl brings a beloved motion to the playground for all and can also be therapeutic to some. The motion of spinning improves long-term balance and focus. Lastly, this design includes three musical instruments shaped as flowers for sensory play.

Features:

Multi-Level Mega Deck

- (2) Slides

- Rocking Hammock

- Parallel Banister Bars

- Spinner Bowl

- Tic-tac-toe Panel

- (5) Accessible Elevated Activities

- Accessible Ground Level Play



Option 2

The main unit in option 2 has an impressive height of 18'9." The variety of climbing, sliding, and swaying trains cross-body coordination and balance. The play shells and hammock offer meeting spots for social interaction, areas of observation, and a place of respite. The two-sided play panel encourages learning of sign language and braille. Contrabass chimes complete this layout, bringing a towering appearance to the site with a low resonant sound that encourages sensory exploration.

Features:

- Elevated Mega Deck
- Musical Chimes
- Sign Language Panel
- Jacobs Ladder
- Wall Climber
- Parallel Banister Bars
- Somersault Bar
- Climbing Pole
- Rocking Hammock
- Curved Slide
- (4) Accessible Elevated Activities
- Accessible Ground Level Play



Parks, Recreation, Youth and Community Services Capital Improvement Projects (Updated: 9/12/2024)

ACTIVE PROJECTS

Project Name	Description	Status	Cost Estimates	Funding Source(s)	Target Completion
Federal Hill Green Upgrades	Existing playground has reached its life expectancy. The playground will be replaced and new ADA updates will provide a more inclusive park for residents	Upgrade your Play voting closed on 9/3/24 with 58% (331) votes cast for option 2. A requisition has been entered to order the playground. Excavation and installation of the new playground is expected in the spring pending cooperative weather.	\$150,000	\$150,000-LoCIP	Spring 2025
Perry J. Spinelli- (Structural Improvements)	Structural improvements to the foundational beams per structural engineer assessment	The concrete is in place, the structural steel has been field measured, shop drawings have been approved by engineer and returned, the steel fabrication has begun and will go out to the galvanizer as soon as the fab is complete. We expect installation to begin in a few weeks. The pavilion will remain closed through Page Park Revitalization and re-opened when all the pond work and parking lots have been established.	\$307,993 LRM	\$307,993 CIP- Page Park (3027010)	Fall 2024
Page Park Revitalization	Utilize the Page Park master plan to fully renovate the park.	Recommendation to award contract to the low bidder, Dayton Construction, in the amount of \$4,994,000.00 was sent to City Council/Parks Board in September. We anticipate being under contract shortly with potential groundbreaking later this fall. Phase 1 is slated as an 18-month construction project.	\$18.9 million <i>*Increased per latest estimates of construction industry/materials</i>	\$18.9 million- CIP (3027010)	Phase 1 anticipated to be completed by Fall 2025

Maintenance Building Improvements	Physical improvements to maintenance building to improve working conditions for the crew.	The Parks Crew Building Committee established a list of priorities for improvements at the building which include HVAC, new bathrooms, locker room, window replacements, etc. Total estimates were \$185,000 so staff are working to prioritize phase 1 and then requesting additional funds for next fiscal year. Phase 1 work is expected to commence late fall/winter.	\$90,000	\$90,000- LoCIP	Winter 2025
Veterans Memorial Boulevard Enhancements	ADA site improvements and site enhancements including removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	DPW has completed the design/construction documents and are moving them through Wetlands Commission in September. Once approved, we will go out to bid and begin construction.	\$37,000- removal/garden \$300,000- prefabricated bathroom and site work estimates	\$37,000- CT Urban Forest Council Grant (1067021-22G47), \$300,000- ARPA (3077011-22C20)	Spring/Summer 2025
Rockwell Park Track	Final component of the fitness improvements to Rockwell Park	Fitness Park and parafitness course have already been completed. The final component of the project is to install a new track on the former soccer field that connects the parafitness equipment and creates a fitness loop. DPW has assisted with the design. The project is expected to be heard at Wetlands in September.	\$80,000	\$80,000- ARPA (3077014-22C21)	Spring/Summer 2025

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	ACTUAL		BUDGET	USE/COL
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	.00	.00	-400,000.00	.0%
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-6,752.50	.00	-16,577.50	28.9%
0017021 514000 REGULAR WAGES &	417,250	0	417,250	55,919.56	.00	361,330.44	13.4%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	465.08	.00	5,534.92	7.8%
0017021 515200 PARTTIME WAGES &	0	0	0	323.80	.00	-323.80	100.0%
0017021 531000 PROFESSIONAL FEE	28,080	0	28,080	9,711.00	6,669.00	11,700.00	58.3%
0017021 541000 PUBLIC UTILITIES	11,000	0	11,000	3,034.21	7,965.79	.00	100.0%
0017021 541100 WATER & SEWER CH	800	0	800	151.54	648.46	.00	100.0%
0017021 543000 REPAIRS & MAINTENANCE	1,750	0	1,750	97.05	1,452.95	200.00	88.6%
0017021 552100 LIABILITY INSURANCE	94,000	0	94,000	93,776.88	8,255.50	-8,032.38	108.5%
0017021 553000 TELEPHONE	4,250	0	4,250	974.73	3,275.27	.00	100.0%
0017021 553100 POSTAGE	600	0	600	.00	.00	600.00	.0%
0017021 557700 ADVERTISING	8,000	0	8,000	3,282.87	965.00	3,752.13	53.1%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	306.10	78.43	2,115.47	15.4%
0017021 562200 NATURAL GAS	2,500	0	2,500	206.68	2,293.32	.00	100.0%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	194.32	815.47	990.21	50.5%
0017021 581120 CONFERENCES & ME	7,500	0	7,500	2,422.24	600.00	4,477.76	40.3%
0017021 583120 ARTS & CULTURE C	15,000	0	15,000	.00	.00	15,000.00	.0%
TOTAL PARKS ADMINISTRATION	177,900	0	177,900	164,113.56	33,019.19	-19,232.75	110.8%
TOTAL GENERAL FUND	177,900	0	177,900	164,113.56	33,019.19	-19,232.75	110.8%
TOTAL REVENUES	-423,330	0	-423,330	-6,752.50	.00	-416,577.50	
TOTAL EXPENSES	601,230	0	601,230	170,866.06	33,019.19	397,344.75	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	177,900	0	177,900	164,113.56	33,019.19	-19,232.75	110.8%
** END OF REPORT - Generated by Amaris Estrada **							

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
0017022 PARKS GROUNDS & FACILITIES								
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-18,447.50	.00	-11,552.50	61.5%	
0017022 450321 RENTALS	-21,000	0	-21,000	-2,661.82	.00	-18,338.18	12.7%	
0017022 450322 CONCESSION & MIS	-7,000	0	-7,000	-4,187.15	.00	-2,812.85	59.8%	
0017022 514000 REGULAR WAGES &	1,246,415	0	1,246,415	156,608.76	.00	1,089,806.24	12.6%	
0017022 515100 OVERTIME WAGES &	120,000	0	120,000	34,004.88	.00	85,995.12	28.3%	
0017022 515200 PARTTIME WAGES &	52,000	0	52,000	27,643.42	.00	24,356.58	53.2%	
0017022 517000 OTHER WAGES	0	0	0	50.88	.00	-50.88	100.0%	
0017022 541000 PUBLIC UTILITIES	100,000	0	100,000	23,448.98	76,551.02	.00	100.0%	
0017022 541100 WATER & SEWER CH	45,000	0	45,000	3,620.55	41,379.45	.00	100.0%	
0017022 542140 REFUSE	17,000	0	17,000	2,117.78	5,882.22	9,000.00	47.1%	
0017022 543000 REPAIRS & MAINT	55,000	0	55,000	12,056.94	44,711.42	-1,768.36	103.2%	
0017022 543100 MOTOR VEHICLE SE	11,000	0	11,000	227.79	4,572.21	6,200.00	43.6%	
0017022 561400 MAINT SUPPLIES &	100,000	0	100,000	11,278.78	71,221.22	17,500.00	82.5%	
0017022 562100 HEATING OIL	16,500	0	16,500	168.96	16,331.04	.00	100.0%	
0017022 562200 NATURAL GAS	1,000	0	1,000	275.84	724.16	.00	100.0%	
0017022 562600 MOTOR FUELS	37,000	0	37,000	.00	250.00	36,750.00	.7%	
0017022 563000 MOTOR VEHICLE PA	25,000	0	25,000	2,989.94	7,650.19	14,359.87	42.6%	
0017022 563100 TIRES	5,000	0	5,000	257.00	4,743.00	.00	100.0%	
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	.00	1,980.00	8,020.00	19.8%	
0017022 581120 CONFERENCES & ME	6,500	0	6,500	.00	1,000.00	5,500.00	15.4%	
0017022 581200 VANDALISM	4,000	0	4,000	25.89	224.11	3,750.00	6.3%	
TOTAL PARKS GROUNDS & FACILITIES	1,793,415	0	1,793,415	249,479.92	277,220.04	1,266,715.04	29.4%	
TOTAL GENERAL FUND	1,793,415	0	1,793,415	249,479.92	277,220.04	1,266,715.04	29.4%	
TOTAL REVENUES	-58,000	0	-58,000	-25,296.47	.00	-32,703.53		
TOTAL EXPENSES	1,851,415	0	1,851,415	274,776.39	277,220.04	1,299,418.57		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
GRAND TOTAL	1,793,415	0	1,793,415	249,479.92	277,220.04	1,266,715.04	29.4%	
** END OF REPORT - Generated by Amaris Estrada **								

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
0017023 RECREATION								
0017023 450105 PROGRAM FEES	-293,000	0	-293,000	-26,961.00	.00	-266,039.00	9.2%	
0017023 514000 REGULAR WAGES &	141,325	0	141,325	18,917.76	.00	122,407.24	13.4%	
0017023 515100 OVERTIME WAGES &	500	0	500	.00	.00	500.00	.0%	
0017023 515200 PARTTIME WAGES &	355,000	0	355,000	237,696.55	.00	117,303.45	67.0%	
0017023 531000 PROFESSIONAL FEE	130,000	0	130,000	89,873.85	20,389.00	19,737.15	84.8%	
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	1,361.64	6,866.56	23,771.80	25.7%	
0017023 581120 CONFERENCES & ME	3,000	0	3,000	.00	.00	3,000.00	.0%	
TOTAL RECREATION	368,825	0	368,825	320,888.80	27,255.56	20,680.64	94.4%	
TOTAL GENERAL FUND	368,825	0	368,825	320,888.80	27,255.56	20,680.64	94.4%	
TOTAL REVENUES	-293,000	0	-293,000	-26,961.00	.00	-266,039.00		
TOTAL EXPENSES	661,825	0	661,825	347,849.80	27,255.56	286,719.64		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	368,825	0	368,825	320,888.80	27,255.56	20,680.64	94.4%
** END OF REPORT - Generated by Amaris Estrada **							

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
0017024 AQUATICS								
0017024 450103 POOL CHARGES	-225,000	0	-225,000	-34,746.08	.00	-190,253.92	15.4%	
0017024 514000 REGULAR WAGES &	219,460	0	219,460	22,183.02	.00	197,276.98	10.1%	
0017024 515100 OVERTIME WAGES &	5,000	0	5,000	1,502.36	.00	3,497.64	30.0%	
0017024 515200 PARTTIME WAGES &	515,000	0	515,000	192,887.64	.00	322,112.36	37.5%	
0017024 517000 OTHER WAGES	0	0	0	48.51	.00	-48.51	100.0%	
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	414.00	5,336.00	2,750.00	67.6%	
0017024 541000 PUBLIC UTILITIES	53,000	0	53,000	.00	53,000.00	.00	100.0%	
0017024 541100 WATER & SEWER CH	18,000	0	18,000	6,207.94	11,792.06	.00	100.0%	
0017024 543000 REPAIRS & MAINT	25,000	0	25,000	19,957.38	19,179.62	-14,137.00	156.5%	
0017024 561400 MAINT SUPPLIES &	30,000	0	30,000	7,683.29	23,865.97	-1,549.26	105.2%	
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	270.47	8,994.49	5,735.04	61.8%	
0017024 562100 HEATING OIL	6,000	0	6,000	.00	6,000.00	.00	100.0%	
0017024 562200 NATURAL GAS	35,000	0	35,000	2,859.85	32,140.15	.00	100.0%	
0017024 581120 CONFERENCES & ME	3,000	0	3,000	.00	.00	3,000.00	.0%	
TOTAL AQUATICS	707,960	0	707,960	219,268.38	160,308.29	328,383.33	53.6%	
TOTAL GENERAL FUND	707,960	0	707,960	219,268.38	160,308.29	328,383.33	53.6%	
TOTAL REVENUES	-225,000	0	-225,000	-34,746.08	.00	-190,253.92		
TOTAL EXPENSES	932,960	0	932,960	254,014.46	160,308.29	518,637.25		

YEAR-TO-DATE BUDGET REPORT

FOR 2025 13							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	707,960	0	707,960	219,268.38	160,308.29	328,383.33	53.6%
** END OF REPORT - Generated by Amaris Estrada **							



PLEASE DO NOT FEED THE GEESE

Feeding any animal in a Bristol park is prohibited and is subjected to a \$90 fine.

City of Bristol, Code of Ordinances § 16.2.n.1 (2015)



Alimentar a cualquier animal en un parque de Bristol está prohibido y está sujeto a una multa de \$90.

Ciudad de Bristol, Código de Ordenanzas § 16.2.n.1 (2015)

Feeding Causes Problems for All

Many people wrongly believe that feeding is beneficial to waterfowl, but it often has negative consequences. Feeding waterfowl low quality foods does not provide the birds with the necessary nutrients they need for survival, resulting in dietary deficiencies. Numerous problems can arise when birds are fed low quality food, such as the development of deformed wings, the loss of flight ability, and lowered life expectancy. Often this results in migratory populations becoming resident geese and staying in one area all year-round.

La alimentación causa problemas para todos

Muchas personas creen erróneamente que la alimentación es beneficiosa para las aves acuáticas, pero a menudo tiene consecuencias negativas. Alimentar a las aves acuáticas con alimentos de baja calidad no les proporciona los nutrientes necesarios para sobrevivir, lo que resulta en deficiencias dietéticas. Pueden surgir numerosos problemas cuando las aves se alimentan con alimentos de baja calidad, como el desarrollo de alas deformes, la pérdida de la capacidad de vuelo y la disminución de la esperanza de vida. A menudo, esto da como resultado que las poblaciones migratorias se conviertan en gansos residentes y permanezcan en un área durante todo el año.

The Canada Goose

The Canada goose (*Branta canadensis*) is Connecticut's largest native waterfowl species, weighing between 6 and 13 pounds and measuring 22-48 inches. Canada geese are found in a variety of habitats that are located near water bodies, such as lakes, marshes, ponds, reservoirs, and rivers. Geese also are attracted to open grassy areas like lawns, parks, golf courses, athletic fields, and airports, as well as agricultural fields. These habitats provide ample food in the form of aquatic plants, seeds, clovers, cultivated grains, and lawn grass (CT DEEP, 2024).



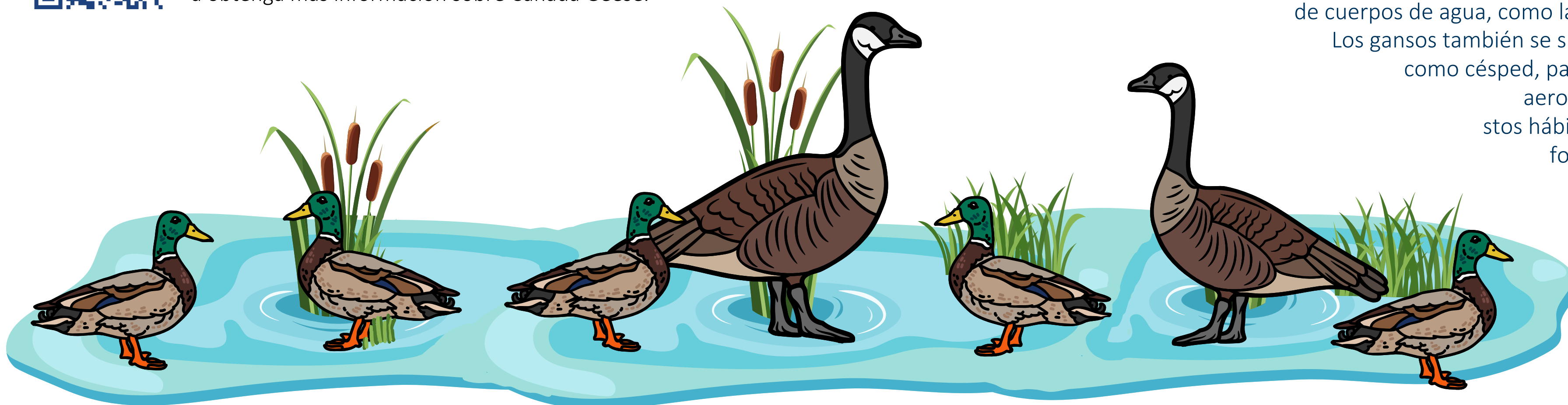
Visit www.portal.ct.gov/deep/wildlife/fact-sheets/canada-geese to learn more about Canada Geese.

Visitas www.portal.ct.gov/deep/wildlife/fact-sheets/canada-geese a obtenga más información sobre Canada Geese.

El Ganso de Canadá

El ganso canadiense (*Branta canadensis*) es la especie de ave acuática nativa más grande de Connecticut, con un peso de entre 6 y 13 libras y una medición de 22 a 48 pulgadas. Los gansos canadienses se encuentran en una variedad de hábitats que se encuentran cerca de cuerpos de agua, como lagos, marismas, estanques, embalses y ríos.

Los gansos también se sienten atraídos por las áreas verdes abiertas como césped, parques, campos de golf, campos deportivos y aeropuertos, así como por los campos agrícolas. Estos hábitats proporcionan abundantes alimentos en forma de plantas acuáticas, semillas, tréboles, granos cultivados y hierba para el césped (CT DEEP, 2024).



POR FAVOR, NO ALIMENTES A LOS GANSOS





PLEASE DO NOT FEED THE GEESE

Feeding any animal in a Bristol park is prohibited and is subjected to a \$90 fine.

City of Bristol, Code of Ordinances § 16.2.n.1 (2015)



Alimentar a cualquier animal en un parque de Bristol está prohibido y está sujeto a una multa de \$90.

Ciudad de Bristol, Código de Ordenanzas § 16.2.n.1 (2015)

The Canada Goose

The Canada goose (*Branta canadensis*) is Connecticut's largest native waterfowl species, weighing between 6 and 13 pounds and measuring 22-48 inches. Canada geese are found in a variety of habitats that are located near water bodies, such as lakes, marshes, ponds, reservoirs, and rivers. Geese also are attracted to open grassy areas like lawns, parks, golf courses, athletic fields, and airports, as well as agricultural fields. These habitats provide ample food in the form of aquatic plants, seeds, clovers, cultivated grains, and lawn grass (CT DEEP, 2024).

El Ganso de Canadá

El ganso canadiense (*Branta canadensis*) es la especie de ave acuática nativa más grande de Connecticut, con un peso de entre 6 y 13 libras y una medición de 22 a 48 pulgadas. Los gansos canadienses se encuentran en una variedad de hábitats que se encuentran cerca de agua. Los gansos también se sienten atraídos por las áreas verdes abiertas como césped, parques, campos de golf, campos deportivos y aeropuertos, así como por los campos agrícolas. Estos hábitats proporcionan abundantes alimentos en forma de plantas acuáticas, semillas, tréboles, granos cultivados y hierba para el césped (CT DEEP, 2024).

Feeding Areas Are Unsanitary and Harbor Diseases

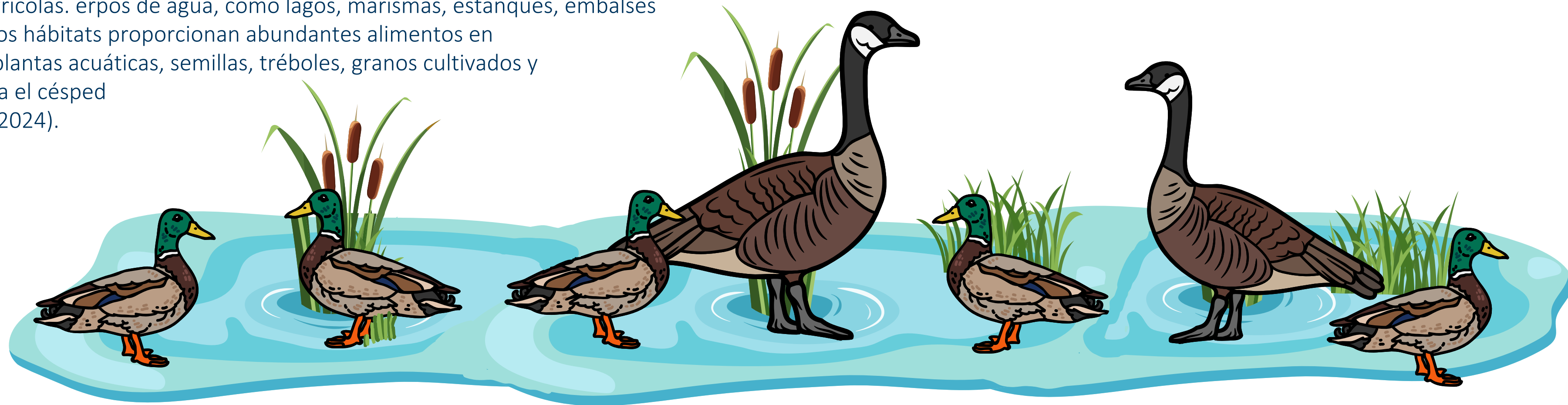
Most areas where the public feeding of waterfowl occurs cannot sustain the large concentration of birds, leading to the accumulation of droppings, overgrazing of vegetation, algal blooms, and soil erosion. Feeding may result in malnourished birds competing for food in crowded, unsanitary areas. Diseases, such as avian cholera, avian influenza (bird flu), botulism, and duck viral enteritis, thrive when these conditions are present. These factors cause some of our favorite and most popular recreational areas to become unusable for animals and humans.

Las áreas de alimentación son insalubres y albergan enfermedades

La mayoría de las áreas donde se alimenta públicamente a las aves acuáticas no pueden sostener la gran concentración de aves, lo que provoca la acumulación de excrementos, el pastoreo excesivo de la vegetación, la proliferación de algas y la erosión del suelo. La alimentación puede resultar en aves desnutridas que compiten por la comida en áreas abarrotadas e insalubres. Las enfermedades, como el cólera aviar, la influenza aviar (gripe aviar), el botulismo y la enteritis viral del pato, prosperan cuando estas afecciones están presentes. Estos factores hacen que algunas de nuestras áreas recreativas favoritas y más populares se vuelvan inutilizables para animales y humanos.

Visit www.portal.ct.gov/deep/wildlife/fact-sheets/canada-goose to learn more about Canada Geese.

Visitas www.portal.ct.gov/deep/wildlife/fact-sheets/canada-goose a obtenga más información sobre Canada Geese.



POR FAVOR, NO ALIMENTES A LOS GANSOS





PLEASE DO NOT FEED THE GEESE

Feeding any animal in a Bristol park is prohibited and is subjected to a \$90 fine.

City of Bristol, Code of Ordinances § 16.2.n.1 (2015)



Alimentar a cualquier animal en un parque de Bristol está prohibido y está sujeto a una multa de \$90.

Ciudad de Bristol, Código de Ordenanzas § 16.2.n.1 (2015)

Feeding Increases Conflicts

Feeding draws birds to areas where conflicts with humans can arise. The constant interaction between humans and waterfowl causes the birds to lose their apprehension of people and their surroundings. Wild animals rely on their instinctive sense of fear for survival. The loss of a bird's fear towards humans often results in the bird exhibiting dangerous and unpredictable behavior towards people. Public safety also becomes an issue when birds congregate near heavily traveled areas, increasing the likelihood of a vehicle strike.

La alimentación aumenta los conflictos

La alimentación atrae a las aves a áreas donde pueden surgir conflictos con los humanos. La interacción constante entre los humanos y las aves acuáticas hace que las aves pierdan la aprehensión de las personas y su entorno. Los animales salvajes dependen de su sentido instintivo del miedo para sobrevivir. La pérdida del miedo de un ave hacia los humanos a menudo resulta en que el ave exhiba un comportamiento peligroso e impredecible hacia las personas. La seguridad pública también se convierte en un problema cuando las aves se congregan cerca de áreas muy transitadas, lo que aumenta la probabilidad de un choque con un vehículo.

The Canada Goose

The Canada goose (*Branta canadensis*) is Connecticut's largest native waterfowl species, weighing between 6 and 13 pounds and measuring 22-48 inches. Canada geese are found in a variety of habitats that are located near water bodies, such as lakes, marshes, ponds, reservoirs, and rivers. Geese also are attracted to open grassy areas like lawns, parks, golf courses, athletic fields, and airports, as well as agricultural fields. These habitats provide ample food in the form of aquatic plants, seeds, clovers, cultivated grains, and lawn grass (CT DEEP, 2024).



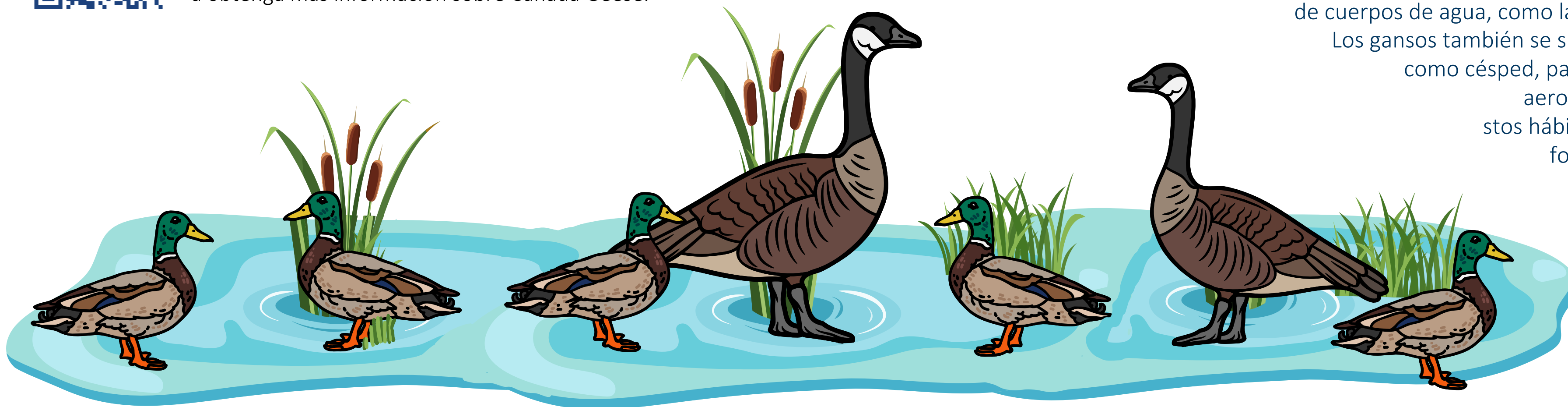
Visit www.portal.ct.gov/deep/wildlife/fact-sheets/canada-geese to learn more about Canada Geese.

Visitas www.portal.ct.gov/deep/wildlife/fact-sheets/canada-geese a obtenga más información sobre Canada Geese.

El Ganso de Canadá

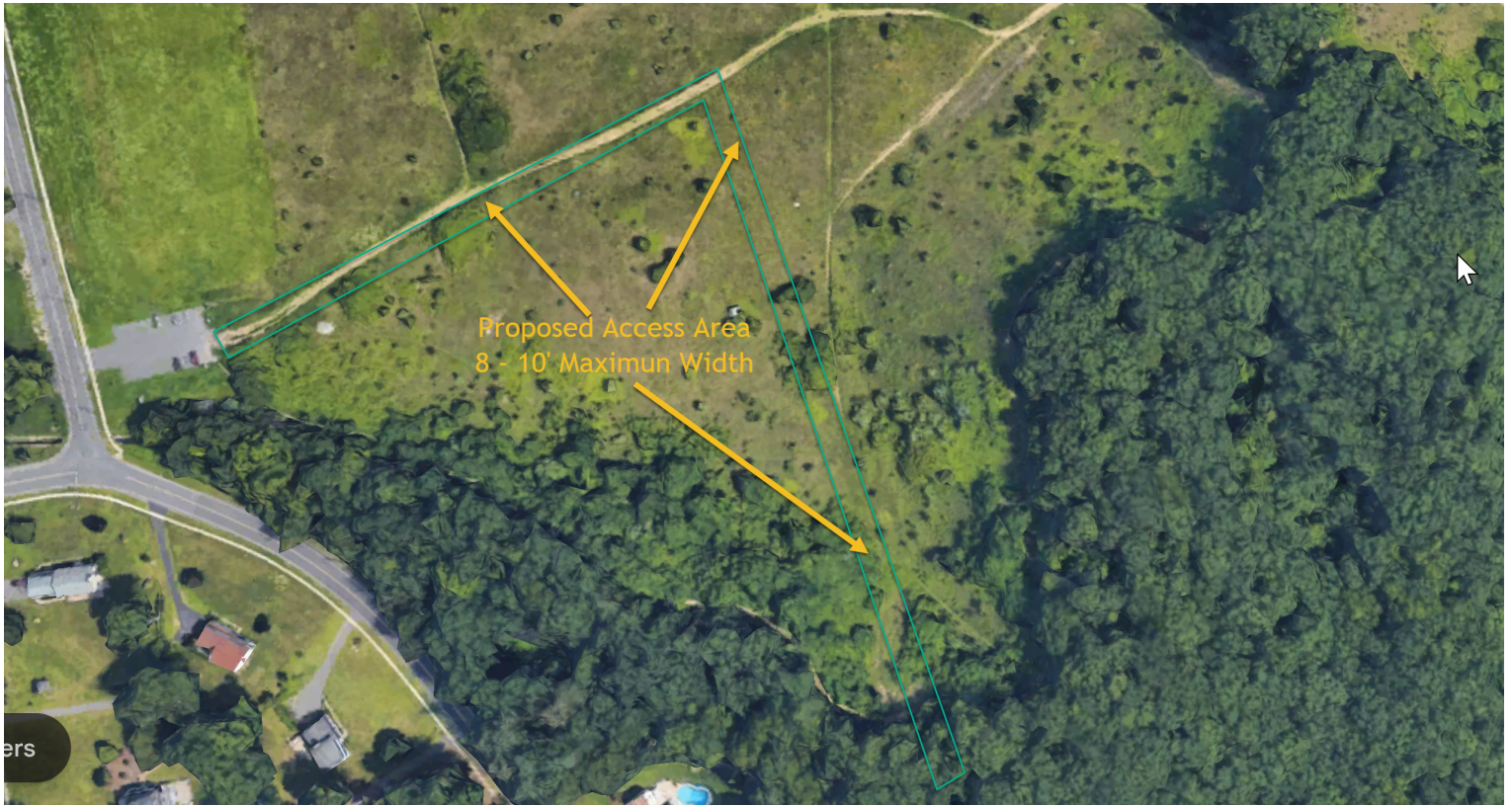
El ganso canadiense (*Branta canadensis*) es la especie de ave acuática nativa más grande de Connecticut, con un peso de entre 6 y 13 libras y una medición de 22 a 48 pulgadas. Los gansos canadienses se encuentran en una variedad de hábitats que se encuentran cerca de cuerpos de agua, como lagos, marismas, estanques, embalses y ríos.

Los gansos también se sienten atraídos por las áreas verdes abiertas como césped, parques, campos de golf, campos deportivos y aeropuertos, así como por los campos agrícolas. Estos hábitats proporcionan abundantes alimentos en forma de plantas acuáticas, semillas, tréboles, granos cultivados y hierba para el césped (CT DEEP, 2024).



POR FAVOR, NO ALIMENTES A LOS GANSOS







Subject: End of FY 24 Financial Report

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

To: Board of Park Commissioners

Submitted: 9/18/2024

End of FY 24 General Fund Overview

Division	Budgeted Expenditures	Actual Expenditures	Expenditures Net	Budgeted Revenues	Actual Revenues	Revenue Net	Overall Net
Administration	\$606,025	\$571,273	\$34,752	\$423,330	\$446,134	\$22,804	\$34,752 (Doesn't include \$22,804 carry-over trust)
Parks Maintenance	\$1,670,545	\$1,696,752	\$26,207	\$57,700	\$57,150	\$550	\$26,757
Recreation	\$638,030	\$597,521	\$40,509	\$293,000	\$297,183	\$4,183	\$25,915 (Doesn't include \$18,777 carry-over for emergency DMAC repair)
Aquatics	\$886,655	\$884,697	\$1,958	\$203,500	\$246,513	\$43,013	\$44,971
Youth & Community Services	\$466,105	\$445,939	\$20,166	\$80,719	\$84,099	\$3,380	\$23,546
Totals	\$4,267,360	\$4,196,182	\$71,178	\$1,058,249	\$1,131,079	\$72,830	\$102,427

Carry-over funds carried into FY 25 have been removed from the overall net

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

Executive Summary: Despite an uncertain market, the trust revenues exceeded budget by \$19,119 and will be carried over into FY25 along with additional trust surplus unspent from FY24 for a total carry over of \$22,804. Park maintenance expenditures exceeded budget by \$26,207 as a result of rising fuel costs, motor vehicle parts, and overage in regular wages due to upgrade MOU's for select job duties and also minimal staff vacancies which historically save us money during recruitment periods. Recreation expenditures exceeded revenue goals (by \$4,183) for the first time since the division budgets were implemented in FY20. From the Recreation Division budget, \$18,777 was carried over to FY25 to cover the expenses of the emergency DMAC back-flow tank removal as required by the Water Department. The Aquatics Division exceeded revenue goals by \$43,013 which helped offset the expenditure overage associated mainly with the part-time wages which continues to be an annual challenge associated with unbudgeted minimum wage requirements. Youth and Community Services maintained a fiscally strong budget. The relocation program was over again this year but only by \$9,436 as opposed to last fiscal year overages of \$131,286. Staff worked with city officials and a new policy was adopted by City Council to provide \$4,000 stipends to relocation families as opposed to providing emergency housing for up to 2-years which had historically driven up costs. In conclusion, the department had a strong fiscal year and returns \$102,427 across the 5 divisions.

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

FISCAL YEAR END TRANSFERS								
DEPT		ACCOUNT NUM.	ACCOUNT NAME	AMOUNT		ACCOUNT NUM.	ACCOUNT NAME	AMOUNT
BPRYCS	FROM:	0017021-514000	Regular Wages	\$ 7,412	TO:	0017021-552100	Liability Insurance	\$ 7,412
BPRYCS	FROM:	0017021-514000	Regular Wages	\$ 27	TO:	0017021-541000	Public Utilities	\$ 27
BPRYCS	FROM:	0017021-514000	Regular Wages	\$ 1,076	TO:	0017021-553000	Telephone	\$ 1,076
BPRYCS	FROM:	0017021-514000	Regular Wages	\$ 313	TO:	0017021-562200	Natural Gas	\$ 313
BPRYCS	FROM:	0017022-515100	Overtime Wages	\$ 21,126	TO:	0017022-514000	Regular Wages	\$ 21,126
BPRYCS	FROM:	0017022-515200	Parttime Wages	\$ 435	TO:	0017022-514000	Regular Wages	\$ 435
BPRYCS	FROM:	0017022-515200	Parttime Wages	\$ 984	TO:	0017022-541000	Public Utilities	\$ 984
BPRYCS	FROM:	0017022-542140	Refuse	\$ 4,070	TO:	0017022-562600	Motor Fuels	\$ 4,070
BPRYCS	FROM:	0017022-543000	Repairs and Maintenance	\$ 8,936	TO:	0017022-563000	Motor Vehicle Parts	\$ 8,936
BPRYCS	FROM:	0017023-561800	Program Supplies	\$ 5	TO:	0017023-581120	Conference and Memberships	\$ 5
BPRYCS	FROM:	0017024-514000	Regular Wages	\$ 18,706	TO:	0017024-515200	Parttime Wages	\$ 18,706
BPRYCS	FROM:	0017024-562200	Natural Gas	\$ 8,952	TO:	0017024-515200	Parttime Wages	\$ 8,952
BPRYCS	FROM:	0017024-562200	Natural Gas	\$ 1,995		0017024-515100	Overtime Wages	\$ 1,995
BPRYCS	FROM:	0017024-531000	Professional Fees	\$ 2,433	TO:	0017024-561400	Maintenance Supplies	\$ 2,433
BPRYCS	FROM:	0017024-541000	Public Utilities	\$ 16,883	TO:	0017024-561400	Maintenance Supplies	\$ 16,883
BPRYCS	FROM:	0017024-541100	Water & Sewer	\$ 4,018	TO:	0017024-561400	Maintenance Supplies	\$ 4,018
BPRYCS	FROM:	0017024-543000	Repairs and Maintenance	\$ 4,452	TO:	0017024-561400	Maintenance Supplies	\$ 4,452
BPRYCS	FROM:	0017024-562100	Heating Oil	\$ 902	TO:	0017024-561400	Maintenance Supplies	\$ 902
BPRYCS	FROM:	0017024-561800	Program Supplies	\$ 472	TO:	0017024-581120	Conferences & Memberships	\$ 472
BPRYCS	FROM:	0017025-514000	Regular Wages	\$ 9,436	TO:	0017025-587232	Relocation Costs	\$ 9,436
BPRYCS	FROM:	0017025-531000	Professional Fees	\$ 1,864	TO:	0017025-515200	Parttime Wages	\$ 1,864
BPRYCS	FROM:	0017025-531000	Professional Fees	\$ 5,777	TO:	0017025-581240	Welfare Evictions & Auctions	\$ 5,777
BPRYCS	FROM:	0017025-531000	Professional Fees	\$ 19	TO:	0017025-553000	Telephone	\$ 19
BPRYCS	FROM:	0017025-581120	Conferences & Memberships	\$ 371	TO:	0017025-561800	Program Supplies	\$ 371
				\$ 120,664				\$ 120,664



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: BPRYCS
(Requesting Department)

Date: July 31, 2024
(Submission Date)

For the August 27, 2024 Board of Finance Meeting Agenda
(Date of Meeting)

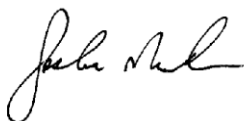
This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ \$120,664
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Park Commissioners
(governing Board of your department)
at its meeting held on TBD September 18, 2024 meeting (no August meeting).
(date)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.



(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request:

Liability Insurance Admin (0017021-552100)- Rising cost of insurance
Telephone Admin (0017021-553000)- Contract increases for building telephones
Regular Wages Parks & Grounds (0017022-514000)- Few retirements or vacancies resulted in being fully staffed for the majority of the year with no cost savings. Additional, union MOU for code upgrades established that drove costs up a bit.
Motor Fuels Parks & Grounds (0017022-562600)- Fuel usage remains consistent but reflective of increases to fuel rates not captured in financial forecasting.
Motor Vehicle Parts Parks & Grounds (0017022-563000)- Supply usage remains consistent increases based on inflation and cost increases.
Parttime Wages Aquatics (0017024-515200)- Reflective of staffing costs needed to adequately and safely run 3 pools that operate 7 days a week. Minimum wage increases have driven costs up across all parttime positions and the need for extensive training is paramount.
Overtime Wages Aquatics (0017024-515100)- Unexpected nature of pool operations resulted in more call-ins for the Facilities Maintenance Technician to address issues throughout the year to keep the pools open.
Maintenance Supplies Aquatics (0017024-561400)- Supply usage remains consistent increases based on inflation and cost increases. Price of chlorine skyrocketed.
Relocation Costs Youth & Community Services (0017025-587232)- Associated with Connecticut Uniform Relocation Assistance Act which requires community services to cover relocation costs for families whose properties are condemned either by fires or other causes. These costs were addressed when City Council changed policy to \$4,000 stipend (instead of 2 years of housing obligation).
Parttime Wages Youth & Community Services (0017025-515200)- Part-time program assistants were needed instead of 3rd party contractors to assist on select youth services programs.
Welfare Evictions & Auctions Youth & Community Services (0017025-581240)- Continue to see an increase in evictions due to the end of the post-Covid eviction moratorium lifted from the pandemic.

Transfer(s) complete the following:

From:	See spreadsheet	To:		Amount:	
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____

From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____
From:	_____	To:	_____	Amount:	_____



FY 25-26 Internal Budget Planning Process & Timeline

Overview: Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department strives to create a transparent, inclusive and timely budgeting process that provides opportunity for staff members and stakeholders to contribute to the development of a fiscally responsible budget that meets the goals of the department and City.

Activity	Detail	Important Date(s)
Division Supervisor Kick-Off Meetings	Division Supervisors meet w/Superintendent, Deputy Superintendent and Asst. to Superintendent to review year end financials, 4-year spending trends and other budget analysis. Preliminary review of division budgetary needs for next fiscal year.	September 2024
Parks Crew Budget Workshop	Superintendent and Park Supervisors meet with the Parks Crew to review their equipment needs, and small project recommendations.	October 2024
Division Supervisors Submit Budget Requests	Division Supervisors submit Division Budget Request Documents for the Superintendent to review	Due: November 15, 2024
Division Budget Hearings	Division Supervisors present their budget requests to the Superintendent, Deputy Superintendent and Asst. to Superintendent; <i>Chair of Parks Finance Committee joins if available.</i>	Hearings Scheduled: December 2-5, 2024
Arts & Culture Budget Presentation	Superintendent and Arts & Culture Supervisor present the Arts & Culture budget to the Arts & Culture Commission	December 4, 2024
Youth & Community Services Budget Presentation	Superintendent and Youth & Community Services Supervisor present the Youth & Community Services Division budget to the Youth Commission	December 11, 2024
BPRYCS Budget Workshop with Parks Finance Committee	Superintendent presents BPRYCS budget recommendations to the Parks Finance Committee (additional meetings scheduled if needed)	December 9, 2024 (2 nd meeting if needed December 16, 2024)
BPRYCS Budget Presentation	Superintendent and Chair of Parks Finance Committee Present BPRYCS budget to Board of Park Commissioners for approval and adoption	December 18, 2024
City Comptroller Budget Presentation	Superintendent and Deputy Superintendent present budget to the City Comptroller & Finance Team	TBA January-March 2025
Board of Finance Budget Presentation	BPRYCS Budget Hearing Presentation to the Board of Finance	TBA February- April 2025
FY 24-25 Budget Adoption	FY 25-26 Budget is adopted by the Board of Finance and the City Council	May 2025
FY 24-25 Fiscal Year Begins	Fiscal Year begins and FY 25-26 Budget & CIP Funding becomes available	July 1, 2025

BID PROPOSAL

CITY OF BRISTOL, CONNECTICUT 06010

**Contract 2C25-001
Page Park Improvements**

Purchasing Department
111 North Main Street
Bristol, CT 06010

TO THE CITY OF BRISTOL:

The undersigned hereby declares that no Person or persons other than members of his own organization are interested in this Proposal or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Bristol. It is understood that the City, its agents and employees, are not to be, in any manner, held responsible for the accuracy of, or bound by any estimates relative to the work; all such estimates are to be considered solely for the purpose of filling out and comparing the several proposals.

The undersigned further declares that he has examined the site of the work, the general information, the plans and specifications and the form of contract, and will contract to provide all necessary tools, apparatus, freight, cartage and expense, and to do all the work and furnish all materials necessary to construct the proposed work in the manner and upon the conditions specified and the terms which follow herein.

The undersigned also agrees to furnish satisfactory performance and payment bonds with surety and to execute and deliver within 15 days after the notice of award, a formal contract with the City of Bristol for the fulfillment of this Proposal; and it is agreed, in case of failure or neglect on the part of the undersigned to do so, the City may determine the contract abandoned and declare the Proposal and acceptance null and void. The City may, at its option, declare the bid bond forfeited. No bid may be withdrawn for a period of 90 days after the opening of the bids.

The undersigned agrees to construct complete in place, including all labor, materials and equipment, "Contract 2C25-001 Page Park Improvements" according to the attached specifications and plans for the unit prices and/or lump sum prices hereinafter listed, times the actual quantities of the completed work as computed by the Engineer.

004200-1

Contract 2C25-001

The undersigned declares that the bidder is:

(a) A CORPORATION organized under the laws of the State of
Connecticut having its principal office at
146 Bunker Hill Road, Watertown, Connecticut 06795

The principal officers, with their respective titles and addresses, are as follows:

Name	Title	Address
Matthew C. Dayton	President	78 Alpine Drive, Unionville, CT 06085
Ryan M. Dayton	Vice President	38 Chohees Trail, Woodbury, CT 06798
Edward M. Sakl III	Treasurer	134 Auncient Oak Road, Bethlehem, CT 06751
Colleen S. Carroll	Secretary	621 Maple Street, Litchfield, CT 06759
Scott A. Dayton	Vice President	100 Cat Swamp Road, Woodbury, CT 06798
Alan P. Dayton	Shareholder/Director	731 Flanders Road, Woodbury, CT 06798
Lynn C. Dayton	Shareholder/Director	249 Old Farms Road, Watertown, CT 06795
Sandra Sakl	Shareholder/Director	34 Island Trail, Morris, CT 06763

(b) A PARTNERSHIP consisting of the following individuals with their addresses:

Name	Address

(c) AN INDIVIDUAL by the name of _____
and doing business as _____

Contract 2C25-001**BID PROPOSAL**

In accordance with the attached specifications entitled "**Contract 2C25-001 Page Park Improvements**", the undersigned agrees to perform all work in accordance with the specifications set forth herein, at the cost indicated below.

<u>Item</u>	<u>Item Name</u>	<u>Description</u>	<u>Cost</u>
1	Bonds and Insurance	The lump sum price of <u>Thirty Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>30,000.00</u> (amount in figures)
2	Site Preparation and Demolition	The work under this item shall include all materials, equipment and labor to perform the removal, disposal, and abandonment of all items shown on the plans including, but not limited to saw cutting, the removal of gravel, pavements, trees, limbs, stumps, signs, fencing, gates, foundations, catch basins, yard drains, drainage pipe, timber walls, and materials encountered incidental to construction, and the installation of construction entrance, construction fence, tree protection, stripping, screening and stockpiling of topsoil as required by the Contract Documents; The lump sum price of <u>Three Hundred Eighty Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>380,000.00</u> (amount in figures)
3	Erosion and Sediment Controls	The work under this item shall include all materials, equipment and labor to install and maintain erosion and sediment controls including but not limited to compost filter tubes, straw bales, inlet protection, silt fence, temporary sediment traps, temporary outlet control structures, temporary drainage swales and dewater excavations, erosion control blankets, and vegetative slope protection, as required by the Contract Documents; The lump sum price of <u>Eighty Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>80,000.00</u> (amount in figures)

Contract 2C25-001

4	Earthwork	The work under this item shall include all materials, equipment and labor to perform the earthwork of all items shown on the plans including, but not limited to cutting, filling, exporting, hauling, formation of subgrade, fine grading and compaction as required by the Contract Documents; The lump sum price of <u>Four Hundred Forty Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>440,000.00</u> (amount in figures)
5	Site Utilities – Storm	The work under this item shall include all materials, equipment and labor necessary to supply and install storm drainage system complete including but not limited to trenching and backfilling, shoring and bracing, piping, yard drains, catch basins, manholes, water quality structures, sub-grade detention, flared end sections, outlet protection, level spreaders, and bedding as required by the Contract Documents; The lump sum price of <u>Three Hundred Eight Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>308,000.00</u> (amount in figures)
6	Site Utilities – Sanitary Sewer	The work under this item shall include all materials, equipment and labor necessary to supply and install municipal sewer service complete including but not limited to trenching and backfilling, shoring and bracing, piping as required by Bristol Water & Sewer Department complete and as required by the Contract Documents; The lump sum price of <u>Fifty Eight Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>58,000.00</u> (amount in figures)

Contract 2C25-001

7	Site Utilities – Water	The work under this item shall include all materials, equipment and labor necessary to supply and install municipal sewer service complete including but not limited to trenching and backfilling, shoring and bracing, piping as required by Bristol Water & Sewer Department complete and as required by the Contract Documents; The lump sum price of <u>Ninety Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>90,000.00</u> (amount in figures)
8	Site Utilities – Electrical and Athletic Lighting	The work under this item shall include all materials, equipment and labor necessary to furnish and install electrical service and athletic lighting including but not limited to, secondary service, meter enclosure, panels, feeders, pull boxes, conduits, light pole foundations, trenching, bedding materials, backfilling and a complete athletic lighting system including fixtures, foundations, poles, control system and electrical connections as required by the Contract Documents; The lump sum price of <u>Five Hundred Seventeen Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>517,000.00</u> (amount in figures)
9	Shade Structure	The work under this item shall include all materials, equipment and labor necessary to furnish and install the pre-engineered shade structure, including but not limited to engineered shop drawings from manufacturer, reinforced concrete footings per the engineered shop drawings, and shade structure as required by the Contract Documents; The lump sum price of <u>One Hundred Twenty Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>120,000.00</u> (amount in figures)

Contract 2C25-001

10	Shade Sail	The work under this item shall include all materials, equipment and labor necessary to furnish and install the pre-engineered shade sail, including but not limited to engineered shop drawings from manufacturer, reinforced concrete footings per engineered shop drawings, and shade sail as required by the Contract Documents; The lump sum price of <u>Thirty Six Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>36,000.00</u> (amount in figures)
11	Cast-in-Place Concrete	The work under this item shall include all materials, equipment and labor necessary to furnish and install concrete site improvements complete including but not limited to site work, subbase, base, backfill, reinforcement, concrete pavements, sidewalks, curb ramps, detectable warning strips, concrete curbing, precast steps and railings, site work, as required by the Contract Documents; The lump sum price of <u>Four Hundred Sixty Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>460,000.00</u> (amount in figures)
12	Site 1, 2 and 3 Structure and Stream	The work under this item shall include all materials, equipment and labor necessary to furnish and install Site 1, 2 and 3 structure and stream improvements complete including but not limited to site work, subbase, base, backfill, reinforcement, concrete, fencing, site work, stream bottom and boulders, water handling measures (bypass piping, cofferdams, sand bags, pump dewatering), as required by the Contract Documents; The lump sum price of <u>One Million One Hundred Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>1,100,000.00</u> (amount in figures)

Contract 2C25-001

13	Post-Tension Pickleball Courts and Fencing	The work under this item shall include all materials, equipment and labor necessary to furnish and install post tension concrete pickleball courts complete including but not limited to site work, subbase, base, backfill, reinforcement, concrete, footings, independent concrete curb, chain link fencing, netting, site work, as required by the Contract Documents; The lump sum price of <u>Three Hundred Ten Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>310,000.00</u> (amount in figures)
14	Bituminous Paving Base	The work under this item shall include all materials, equipment and labor necessary to furnish and install sub base for bituminous concrete pavements including but not limited to site work, gravel sub base, compaction, as required by the Contract Documents; The lump sum price of <u>Three Hundred Seventy Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>370,000.00</u> (amount in figures)
15	Bituminous Paving	The work under this item shall include all materials, equipment and labor necessary to furnish and install 1510 1,726 Tons of bituminous pavement and curbing (HMA) as required by the Contract Documents. Liquid asphalt priced at \$585.50/Standard Ton as derived from CTDOT Asphalt Price Adjustment Sheet https://portal.ct.gov/DOT/Office-of-Construction/Material-Price--Adjustments The lump sum price of <u>Two Hundred Seventy Thousand</u> dollars and <u>Zero</u> cents (in words)	\$ <u>270,000.00</u> (amount in figures)

Contract 2C25-001

16	Site Furnishings, Timber Guiderail, Signage and Pavement Markings	The work under this item shall include all materials, equipment and labor necessary to furnish and install site furnishings, timber guiderail, signage and pavement markings complete, including but not limited to bollards, bike racks, water fountain, bleachers, benches, receptacles, timber guiderail, signs, posts, footings, and pavement markings as required by the Contract Documents; The lump sum price of <u> Ninety Thousand </u> dollars and <u> Zero </u> cents (in words)	\$ <u> 90,000.00 </u> (amount in figures)
17	Maintenance and Protection of Traffic	The work under this item shall include all materials, equipment and labor necessary to provide maintenance and protection of traffic as required by the Contract Documents; The lump sum price of <u> One Hundred Thousand </u> dollars and <u> Zero </u> cents (in words)	\$ <u> 100,000.00 </u> (amount in figures)
18	Landscaping	The work under this item shall include all materials, equipment and labor necessary to furnish and install landscaping improvements including but not limited to tree, shrub, perennial plantings, loaming, seeding, turf establishment, maintenance, temporary irrigations/watering, warranty as required by the Contract Documents; The lump sum price of <u> Two Hundred Thirty Five Thousand </u> dollars and <u> Zero </u> cents (in words)	\$ <u> 235,000.00 </u> (amount in figures)

Contract 2C25-001

Unit Price Payment Items

U-1 Rock Removal

The work under this item shall include all materials, equipment, and labor to remove Rock sized greater than 3 Cubic Yards as specified in the Contract Documents, up to 300 cubic yards. If the actual quantity of rock varies more than fifteen percent (15%) above 300 cubic yards, an equitable adjustment in the Contract Price shall be made upon demand of either Party. The equitable adjustment shall be made upon any increase in costs due solely to the variation above one hundred fifteen percent (115%) of the estimated quantity.

Cost per Cubic Yard: \$ 300.00 per CY

U-2 Contaminated Soil

The work under this item shall include all materials, equipment, and labor to transport and dispose of contaminated soil as specified in the Contract Documents, up to 350 tons. If the actual quantity of contaminated soil varies more than fifteen percent (15%) above 350 tons, an equitable adjustment in the Contract Price shall be made upon demand of either Party. The equitable adjustment shall be made upon any increase in costs due solely to the variation above one hundred fifteen percent (115%) of the estimated quantity.

Cost per Ton: \$ 258.00 per Ton

ADDENDA RECEIVED

Number	Date
<u>One (1)</u>	<u>August 2, 2024</u>
<u>Two (2)</u>	<u>August 14, 2024</u>
<u>Three (3)</u>	<u>August 20, 2024</u>
<u> </u>	<u> </u>

Contract 2C25-001

The **TOTAL AMOUNT** of the Base Bid, as computed by the Bidder is:

Four Million Nine Hundred Ninety Four Thousand
____ DOLLARS and
____ CENTS. \$ 4,994,000.00

The undersigned is familiar with the conditions surrounding this call for bid and is aware that the City reserves the right to reject any and all bids or to accept any bids whether lowest or not if deemed for the best interest of the City, and is submitting this bid without collusion with any other person, individual or corporate.


Signature

Matthew C. Dayton
Printed Name

President
Title

August 21, 2024
Date

Dayton Construction Company, Inc.
Company/Name of Firm

860 274 2998
Company Telephone Number

146 Bunker Hill Road
Business Address

Watertown, CT 06795
City/Town State Zip


Witness (notary not required)

Colleen S. Carroll, Secretary
Printed Name

dcci@dayton-construction.com
Contact email address

Mailing Address (if different than business address)

City/Town State Zip

Contract 2C25-001

LICENSES (IF APPLICABLE)

	COMPANY NAME/ADDRESS/PHONE NUMBER	REPRESENTATIVE
1.	<u>Please refer to Exhibit "A"</u> _____	_____
2.	_____ _____	_____
3.	_____ _____	_____
4.	_____ _____	_____

REFERENCES FOR SIMILAR WORK

	COMPANY NAME/ADDRESS/PHONE NUMBER	REPRESENTATIVE
1.	<u>Please refer to Exhibit "B"</u> _____	_____
2.	_____ _____	_____
3.	_____ _____	_____

Contract 2C25-001

PROPOSED SUBCONTRACTORS

COMPANY/INDIVIDUAL NAME/ADDRESS/PHONE

LICENSE NUMBER

1. McLellan Tree Service, Inc.
131 Mines Road, Bristol, CT 06010
Tree Clearing
2. E.A. Quinn Landscape Contracting, LLC
240 Commerce Street, P.O. Box 716, Glastonbury, CT 06033
Landscaping
3. Atlas Commercial & Residential Services
30 Northeast Industrial Road, Branford, CT 06405
Fence/Rail
4. Classic Turf
437 Sherman Hill Road, P.O. Box 55, Woodbury, CT 06798
Pickleball Courts
5. E.T.C. Electrical Contractors
195 Frontage Road, West Haven, CT 06516
Site Electrical

State of Connecticut
Department of Administrative Services
Supplier Diversity Program

This Certifies

Dayton Construction Company, Inc.

146 Bunker Hill Road Watertown CT 06795

As a

Small Business Enterprise

June 30, 2024 through June 30, 2026

Owner(s): Sandra Sakl

Contact: Colleen S. Carroll, Vice President

Telephone: 860-274-2998 Ext:

FAX: 860-274-6274

E-Mail: dcci@dayton-construction.com

Web Address:

****Affiliate Companies:** 10 DRD LLC; 146 Bunker Hill Road, LLC; CDF, LLC; GEN2, LLC; Georgetown Heights, LLC; Krew Associates, LLC; LAS 3, LLC



Supplier Diversity Director



Supplier Diversity Specialist

** A contractor awarded a contract or a portion of a contract under the set-aside program shall not subcontract with any person(s) with whom the contractor is affiliated.

State of Connecticut

Department of Administrative Services

Supplier Diversity Program

This Certifies

Dayton Construction Company, Inc.

146 Bunker Hill Road Watertown CT 06795

As a

Small Business Enterprise

June 29, 2022 through June 29, 2024

Owner(s): Alan P. Dayton; Lynn C. Dayton; Sandra Sakl

Contact: Colleen S. Carroll, Vice President

Telephone: (860) 274-2998 Ext:

FAX:

E-Mail: dcci@dayton-construction.com

Web Address:

****Affiliate Companies:** 10 DRD LLC; 146 Bunker Hill Road, LLC; CDF, LLC; GEN2, LLC; Georgetown Heights, LLC; Krew Associates, LLC; LAS 3, LLC



Supplier Diversity Director



Supplier Diversity Specialist

** A contractor awarded a contract or a portion of a contract under the set-aside program shall not subcontract with any person(s) with whom the contractor is affiliated.



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
PHONE 860-594-3128



5/17/2024

Dayton Construction Company, Inc.
146 Bunker Hill Road
Watertown, CT 06795

Re: Contractor's Prequalification Statement (CON-16)

This is to notify you that your Firm's Prequalification application/statement has been approved by the Department.

It will expire: 6/30/2027

Your Maximum Aggregate Bid Capacity is \$50,000,000

Your approved Work Classification(s) are:

Group No. 1 Site Work

Group No. 2 Utility Work

Group No. 3 Concrete Restoration

Group No. 4 Specialized Concrete Repair

Group No. 5B Parking Lots and Paved Trails

Group No. 5C Resurfacing and Preservation: Local Roads and Streets and Non-Freeways Projects

Group No. 6 Road Construction and Rehabilitation: Local Roads and Streets and Non-Freeways

Group No. 7 Road Construction and Rehabilitation: Limited Access Highways / Freeways

Group No. 7A Major Reconstruction of Non-Freeway State Routes

Group No. 8 Minor Bridges

Group No. 8A Box Culverts

Group No. 8B Pipe Culverts/Culvert Linings

Group No. 8C Pedestrian and/or Timber Bridges

Group No. 9 Intermediate Bridges

Group No. 12 Marine Repairs, Marine Construction or Salvaging

Group No. 14A Installation, removal and modification of sheet aluminum and delineators on metal signposts not requiring foundations

Group No. 19A Bridge Joint/Membrane Repair

Group No. 19B Steel Repairs

Group No. 19C Concrete Repairs

Group No. 19D Scour Countermeasures

Group No. 21 Railroad Construction

Group No. 23 Landscaping and Environmental Improvements

Group No. 25A Vertical Construction-Minor

A Bid Proposal Request form (Part "C") can be obtained via this link: <https://portal.ct.gov/-/media/DOT/documents/dcontractdev/partcxls.xls>

No bidders that have mutual financial interests, or common ownership, directors, officers or principal shareholders (i.e., shareholders holding at least five percent [5%] of either the common or the preferred shares of the company's stock) may bid for the same Department contract. Such proscribed bidders shall include, but not be limited to, affiliates and subsidiaries of each other.

If any non-bidding party has an ownership interest in more than one bidder that is bidding for a given contract, either directly or through the former's ownership interests in another company, no matter how high



STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
PHONE 860-594-3128



up or far removed in a vertical or horizontal chain of ownership that party might be from the bidders, the bids of those bidders shall not be accepted.

In addition, with respect to any given Department contract that is advertised for bidding, no bidder owned by, or in the chain of ownership of, a company which provides surety bonds may bid against a bidder for whom a bond has been or will be provided by that company for the given contract bidding. All bids proscribed by the terms of this paragraph will be rejected by the Commissioner.

Please be aware that the Department, prior to the awarding of any contract, may require further financial and other information from any applicant who becomes the low bidder for that contract.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Gregory D. Straka

Gregory D. Straka

Contracts and Agreements Manager

Division of Contracts Administration

DAYTON CONSTRUCTION COMPANY, INC.
146 BUNKER HILL ROAD
WATERTOWN, CONNECTICUT 06795

1. Penalties Imposed
2. Claims filed
3. Stop Notices imposed
4. Necessary time extension filed

Similar Projects

Start Date	Approximate Finish Date	Project/Contract Description	Sub or Prime	Contract Amount	Group Numbers	Owner's Project Number	Location of Actual Work Performed, Town, State	Project Contact Information Full Name, Address & Phone	E-Mail Address	Actions
Dec. 2023	Nov. 2024	Removal and Replacement of Playscape at Carrington Elementary School	Prime	\$ 1,838,434.50		City	Waterbury, CT	Waterbury Development Corp. 83 Bank Street Waterbury, CT 06702		1 No 2 No 3 No 4 No
Description of Work: Removal of Existing Playground, Chain Link Fencing, and Parking Lots. Create New Site for Learning Opportunities and Public Park Activities and Playground. Furnish Park Equipment and New Playground and Associated Work.										
								(203) 346-2607		
Sept. 2022	July 2023	Mill Street Park	Prime	\$ 5,866,000.00		RFP #7243	Waterbury, CT	Waterbury Development Corp. 83 Bank Street Waterbury, CT 06702		1 No 2 No 3 No 4 No
Description of Work: Construction of a Little League baseball field and concession stand with bathrooms, including playscape, sitting area, scoreboard, bleachers, water fountain and lighting.										
								Ms. Mansi Doshi, EIT Project Manager (203) 346-2607 ext. 7285	doshi@wdconline.org	
July 2021	Dec. 2022	Waterbury Naugatuck River Greenway Phase I	Prime	\$ 5,659,398.80	1, 2, 5, 6 7, 23	City/0151-0321	Waterbury, CT	City of Waterbury Department of Public Works 185 South Main Street Waterbury, CT 06706	Consulting Engineer: SLR International Corp.	1 No 2 No 3 No 4 No
Description of Work: Installation of pedestrian/bicycle facilities along Platts Mill Road from the City Limit to South Main Street and South Main Street from Platts Mill Road to Eagle Street, including milling, paving, minor drainage improvements, installation of signage and pavement markings, guide rail, installation of modular block retaining wall, pedestrian bridge, minor traffic signal improvements, and new park to include restroom facilities, picnic shelter, reading circle, performance area and parking lot.										
								Mr. Salvatore D. Porzio (203) 574-6851 ext. 7188	sporzio@waterburyct.org	



CONTRACTOR SITE VERIFICATION FORM

Contract 2C25-001
Page Park Improvements
Bristol, CT

AN INDIVIDUAL by the name of Matthew C. Dayton, President

and representing Dayton Construction Company, Inc.
(Company Name)

hereby attest that I have field walked the site for the above referenced project and am familiar with the existing conditions.

August 21, 2024

Date

By: 
Matthew C. Dayton, President
Signature

President

Title



City of Bristol, Connecticut
NON-USE OF FRACKING WASTE MATERIALS

We hereby certify under penalty of perjury that no natural gas waste or oil waste will be used by the undersigned bidder or any contractor, sub-contractor, agent or vendor agent in connection with the bid; nor will the undersigned bidder or any sub-contractor, agent or vendor agent thereof apply any natural gas waste or oil waste to any road or real property within the City of Bristol as a result of the submittal of this bid if selected.

For the purposes of this certification, the terms 'oil waste' and 'natural gas waste' do not include products derived from the distillation or refinement of petroleum such as asphalt or bitumen.

Dayton Construction Company, Inc.
(Company Name)

August 21, 2024
Date

By: 
Signature

Matthew C. Dayton, President
Title



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

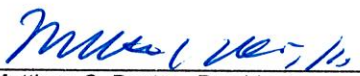
Legal Name of Bidder: Dayton Construction Company, Inc.

Business Address: 146 Bunker Hill Road

Watertown, Connecticut 06795

Name of Authorized Agent Matthew C. Dayton Title: President

Phone: 860 274 2998 Email: dcci@dayton-construction.com
matt@dayton-construction.com

Signature:  Date: August 21, 2024
Matthew C. Dayton, President

Employment
Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Dayton Construction Company, Inc. Street Address 146 Bunker Hill Road City State Zip Watertown, CT 06795	Contact Person Colleen S. Carroll, Secretary	Phone Number 860 274 2998	Date August 21, 2024
--	---	------------------------------	-------------------------

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers	5	3	2								
Project Managers											
Professionals	2	2									
Foremen											
Construction Workers	3	3									
Sales Workers											
Office/Clerical	3	1	1						1		
Craft Workers (skilled)											
Operatives (semi-skilled)	3	3									
Laborers (unskilled)	24	19		1	1	3					
Service workers											
TOTALS ABOVE	40	31	3	1	1	3			1		

Do you use minority businesses as subcontractors or suppliers? ☒ Yes ☐ No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? ☒ Yes ☐ No	Explain:
Do you use an Affirmative Action Plan? ☒ Yes ☐ No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	

Reference Contract Number 2C25-001

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of Bid Documents
Bid: 2C25-001
Title: Page Park Improvements
Addendum 01

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 01 was issued August 2, 2024
Date Addendum 01 was received 08 / 02 / 2024
Do you plan to submit a bid? Yes X No

Print or type the following information:

Company name: Dayton Construction Company, Inc.
Address: 146 Bunker Hill Road
City or Town/Zip code: Watertown, Connecticut 06795
Phone: 860 274 2998
Email: dcci@dayton-construction.com/matt@dayton-construction.com
Received by: 
Matthew C. Dayton, President

Note: acknowledgments are requested!
purchasing@bristolct.gov

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of Bid Documents

Bid: 2C25-001

Title: Page Park Improvements
Addendum 02

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 02 was issued August 14, 2024

Date Addendum 02 was received 8 / 14 / 24

Do you plan to submit a bid? Yes X No

Print or type the following information:

Company name: Dayton Construction Company, Inc.

Address: 146 Bunker Hill RD

City or Town/Zip code: Watertown, CT 06795

Phone: 860-274-2998

Email: Bids@Dayton-Construction.com

Received by: Matthew Dayton

Note: acknowledgments are requested!
purchasing@bristolct.gov

RETURN THIS FORM IMMEDIATELY!

**City of Bristol, Connecticut
Acknowledgment: Receipt of Bid Documents**

Bid: 2C25-001

**Title: Page Park Improvements
Addendum 03**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 03 was issued

August 20, 2024

Date Addendum 03 was received

8 / 20 / 2024

Do you plan to submit a bid?

Yes X No

Print or type the following information:

Company name:

Dayton Construction Co., Inc

Address:

146 Bunker Hill Road

City or Town/Zip code:

Watertown, CT 06795

Phone:

860-274-2998

Email:

MATT@Dayton-Construction.com

Received by:

Keith Sullivan

Note: acknowledgments are requested!

purchasing@bristolct.gov

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Dayton Construction Company, Inc.
146 Bunker Hill Road
Watertown, CT 06795

SURETY:

(Name, legal status and principal place of business)

Nationwide Mutual Insurance Company
One West Nationwide Blvd., 1-14-301
Columbus, OH 43215-2220
Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

City of Bristol
111 North Main Street
Bristol, CT 06010

BOND AMOUNT: 10% Ten Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Page Park Improvements

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 21st day of August, 2024.

Colleen Camru Seay
(Witness)

Dayton Construction Company, Inc.
(Principal) (Seal)

By: Matthew C. Dayton, President
(Title) Matthew C. Dayton, President

Shawn August
(Witness)

Nationwide Mutual Insurance Company
(Surety) (Seal)

By: Jane Quinn, Attorney-in-Fact
(Title) Jane Quinn, Attorney-in-Fact



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

Jane Quinn

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

UNLIMITED

Surety Bond Number: Bid Bond
Principal: Dayton Construction Company, Inc.
Obligee: City of Bristol

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of April, 2024.



Antonio C. Albanese, **Vice President** of Nationwide Mutual Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK COUNTY OF KINGS: ss

On this 1st day of April, 2024, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.



Sharon Laburda
Notary Public, State of New York
No. 01LA6427697
Qualified in Kings County
Commission Expires January 3, 2026

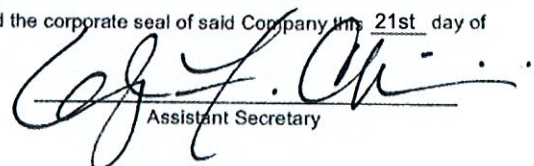


Notary Public
My Commission Expires
January 3, 2026

CERTIFICATE

I, Lezlie F. Chimienti, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 21st day of August, 2024.


Assistant Secretary

State of Connecticut

Department of Administrative Services Construction Contractor Prequalification Program

This certifies

Dayton Construction Company, Inc.

146 Bunker Hill Road, Watertown, CT 06795

As a

Prequalification Construction Contractor

January 4, 2024 through January 3, 2025

CONTACT INFORMATION

Name: Colleen S. Carroll, Secretary
Phone: 860-274-2998
Fax: 860-274-6274
Email: dccci@dayton-construction.com

Effective Date
1/4/2024

Aggregate Work Capacity (AWC)
\$40,000,000.00

Single Limit (SL)
\$20,000,000.00

Classifications
CONCRETE, CONCRETE: PRECAST
STRUCTURAL AND ARCHITECTURAL,
MASONRY, SEWER AND WATER
LINES, SITEWORK

Name: Sandra Sakl, Director
Phone: 860-274-2998
Fax: 860-274-6274
Email: dccci@dayton-construction.com

Classification Name
CONCRETE

Description
Installation, renovation, repair and maintenance of cast in place concrete structures including foundations and structural concrete components including such incidental or related work as is customarily performed by those in the concrete trade.

This certificate prequalifies the named company to bid. It is not a statement of the Contractor's capacity to perform a specific project. That responsibility lies with the awarding authority.

Company Licenses/Registrations: It is the Contractor's responsibility to update their license information by editing their electronic application. Licenses are confirmed by the Department of Administrative Services (DAS) at the time of initial application and at each renewal.

For information regarding the DAS Contractor Prequalification Program visit <http://portal.ct.gov/dasprequal> or call (860) 713-5280.

Page 1 of 2
Printed 8/21/2024 3:25:21 PM

CONCRETE: PRECAST
STRUCTURAL AND
ARCHITECTURAL

Design, factory manufacture and field install precast concrete structural and architectural components for total precast concrete building systems. The types of structures would include parking garages, multi-unit housing, stadiums, office buildings, commercial buildings, schools, nursing homes, bridges and other concrete precast products.

MASONRY

Installation, renovation, repair and maintenance of masonry units composed of concrete, stone, brick and the like, including such incidental or related work as is customarily performed by those in the masonry trade.

SEWER AND WATER LINES

The construction, rehabilitation and/or reconstruction of waterlines, sewer lines and ancillary works, including well drilling.

SITEWORK

Work customarily performed by this industry, including earthwork activities (excluding tunneling and mining, special foundations and load bearing elements); utility systems including installation of drainage systems; exterior improvements (excluding plantings) including horizontal paving work not requiring mortar; site preparation and site remediation.

This certificate prequalifies the named company to bid. It is not a statement of the Contractor's capacity to perform a specific project. That responsibility lies with the awarding authority.

Company Licenses/Registrations: It is the Contractor's responsibility to update their license information by editing their electronic application. Licenses are confirmed by the Department of Administrative Services (DAS) at the time of initial application and at each renewal.

For information regarding the DAS Contractor Prequalification Program visit <http://portal.ct.gov/dasprequal> or call (860) 713-5280.

Page 2 of 2
Printed 8/21/2024 3:25:21 PM



RECEIVED
PURCHASING DEPT.
2024 AUG 21 PM 2:18

146 Bunker Hill Road • Watertown, CT 06795

BID PROPOSAL

Contract 2C25-001
Page Park Improvements

To:
Purchasing Department
111 North Main Street
Bristol, Connecticut 06010

Date & Time:
August 21, 2024 3:00 P.M.



Purchasing Department | Tel. 860.584.6195

MEMORANDUM

To: Office of Town and City Clerk
Cc: Office of Corporation Counsel
Mayor Jeffrey Caggiano
Joshua Medeiros, Parks Superintendent
Diane Waldron, Comptroller
From: Roger D. Rousseau, Purchasing Agent
Date: September 4, 2024

A handwritten signature in black ink, appearing to read 'Roger D. Rousseau'.

Re: **Contract 2C25-001 Page Park Improvements**

The Purchasing Department received bids for improvements within Page Park, including construction of pickleball courts, a cofferdam wall at the pond, installation of sanitary and storm infrastructure, sidewalks, and other improvements, with the cost of the work covered via funds committed for improvements within Page Park. The lowest responsive and responsible bidder was **Dayton Construction Company, Inc.**; the firm's qualifications have been sufficiently and successfully reviewed by Purchasing and staff from the design consultant.

I therefore respectfully request that you include the following motion on the agenda for the next meeting of the City Council:

To award **Contract 2C25-001 Page Park Improvements** to **Dayton Construction Company, Inc.** in the amount of **\$4,994,500.00** and to authorize the Mayor or Acting Mayor to execute any and all documents necessary to effect said contract.

Thank you for consideration of this request.



Policy Manual 2025

Revised & Approved: 10/2024

Submitted by: Dr. Joshua Medeiros, Ed.D., CPRE
Superintendent of Parks, Recreation, Youth &
Community Services

Table of Contents

- **Chapter 1: Agency Authority, Role and Responsibility**
 - Mission, Vision, Values
 - Operational Divisions and Core Functions
 - Organizational Chart
 - Goals and Objectives
 - Citizen Advisory Boards and Commissions
 - City of Bristol Charter Sec. 43: Parks and Recreation
 - Jurisdiction
 - Policies and Standard Operating Procedures
 - Operational Coordination and Cooperation Agreements
- **Chapter 2: Planning**
 - Overall Planning Function within Agency
 - City Wide Parks, Recreation, Youth and Community Services Master Plan
 - Parks, Recreation, Youth and Community Services Strategic Plan
 - Community Engagement Plan
 - Americans with Disabilities Act (ADA) Transition Plan
- **Chapter 3: Organization and Administration**
 - Internal Communications
 - Marketing and Communications Plan
 - Marketing Responsibility
 - Utilization of Technology
- **Chapter 4: Human Resources**
 - Personnel Policies and Procedures
 - Recruitment and Promotion Process
 - Leadership Succession Procedure
 - Staff Acceptance of Gifts and Donations
 - Job Analysis
 - Code of Ethics
- **Chapter 5: Financial Management**
 - Annual Budget Process
 - Authority and Responsibility for Financial Management
 - Department Accounts and Management Responsibility
 - Grants Procedures
 - Purchasing Procedures
 - Financial Aid
 - Refunds
 - Accounts Payable and Receivable
 - Restricted Gift Donations
- **Chapter 6: Programs and Services Management**
 - Inclusion Process
 - Behavior Redirection and Restorative Justice Philosophy
 - Program Cancellations
 - New Program Proposals

- Participant and Spectator Code of Conduct
- All-Heart Parks Advocate of the Year Award Program
- **Chapter 7: Facility and Land Use Management**
 - Park Hours
 - Field and Court Rentals
 - Park Rentals for Special Events
 - Pavilion Rentals
 - Showmobile Rentals
 - Banner Requests
 - Park Lease Agreements
 - Concession Agreements
 - Master Fee Schedule for Park Rentals and Rate Change Process
 - Pool Rules and Regulations
 - Park and Facility Use Rules and Regulations
 - Pickleball Court Use Rules
 - Progressive Discipline for Violation of Park Rental Use Rules and Regulations
 - Park and Facility Use Liability Insurance Requirements
 - Land Acquisition Strategy
 - Naming of the Parks, Facilities and Recreational Amenities
 - Ed Swicklas Employee Garden Park
 - Low Mow Program
 - Managing and Protecting Park Trees
- **Chapter 8: Public Safety, Law Enforcement and Security**
 - City of Bristol Ordinances Chapter 16 & 18: Parks, Recreation, Youth & Community Services
 - Staff Liaison to Law Enforcement Officers & Emergency Call List
 - Addressing Homelessness Encampments in Public Parks
- **Chapter 9: Risk Management**
 - Risk Management Plan
 - Loose Needle Collection
 - Covid-19 Policies and Procedures
- **Chapter 10: Evaluation and Research**

Chapter 1: Agency Authority, Role and Responsibility



Policy: Mission, Vision, Values**Adopted by Board of Park Commissioners: February 2021**

The BPRYCS department's mission, vision and core values were refined and formally adopted at the conclusion of the 2020 Master Plan process. The mission statement defines the purpose of the organization, while the vision statement extends the mission into a vision for the future. The core values centralize our organizations principal beliefs that help staff execute the mission and achieve our vision.

Mission Statement

It is the mission of the Bristol Parks, Recreation, Youth and Community Services Department 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 Statement

The Bristol Parks, Recreation, Youth and Community Services Department is 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.

Core Values

- **Commitment to Service:** Utilize a responsive, customer-centric, resident-driven professional approach to all areas of service delivery which includes transparency, strong communication and public outreach.
- **Commitment to Partnership:** Develop strong internal and external partners and sponsors to ensure the changing recreation, leisure, and community service needs of a diverse community are being met.
- **Commitment to Diversity, Inclusion and Social Equity:** Ensure every resident feels welcome and has access to high-quality parks and services; regardless of age, ability, ethnicity, gender, sexual orientation and socio-economic status.
- **Commitment to Stewardship and Conservation:** Manage city parks and open space to preserve natural resources and park assets for future generations.
- **Commitment to Fiscal Stewardship:** Engage in strong financial leadership across every level of the organization to ensure all areas of service are administered in a fiscally responsible way.
- **Commitment to Innovation:** Commit to being at the forefront of solution-based problem solving and creativity to address current and future challenges facing the City of Bristol.

Policy: Operational Divisions and Core Functions
Adopted by City Council: Annually

In order to achieve the department's mission, BPRYCS is organized into 6 operational divisions with specific scope of responsibilities and core functions.



Administration is responsible for developing a fiscally responsible department budget that meets the changing and dynamic needs of the community. Administration provides stewardship to the many benefactors of the Parks, Recreation, Youth and Community Services Department which include 8 trust and endowment funds, as well as, the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation. The division interfaces and

coordinates with dozens of non-profits, sports organizations, and civic groups that utilize park space for events including the Mums Festival, West End Association Summer Festival, and Veterans organizations - drawing thousands of visitors into the city each year. Administration manages the department master/strategic plans, establishes fundraising events, pursues new funding sources and provides direct project management for the pursuit of CAPRA (Commission for Accreditation of Park and Recreation Agencies) accreditation.



Parks, Grounds and Maintenance Division is responsible for over 800 acres of park land which includes two major active parks with over 100 acres each, eight neighborhood parks, a lighted stadium, an indoor aquatics facility, a veteran's memorial park, and four open space, passive parks. The division is responsible for the upkeep of park amenities including 3 splash

parks, 14 tennis courts (5 lighted), 6 lighted sand volleyball courts, 6 pickleball courts, 7 fishing areas, 2 horseshoe pits, 2 bocce courts, 6 basketball courts, 6 pre-school playscapes, an ADA compliant accessible playground, para-fitness course, 4 baseball diamonds, 6 (3 lighted) softball diamonds, jogging path, metered walking path, hiking trails, mountain bike trails, 2 eighteen hole disc golf courses, 2 off-leash dog parks, and a skate park plaza.



Recreation Division is responsible for administering hundreds of recreational programs and special events throughout the year. A variety of programs are offered; serving the varied interests of Bristol residents from pre-school to senior citizens. This includes popular summer camps, sports clinics, after school programs and much more. Recreational programs increase physical, social, and emotional wellness and serve to enhance community spirit, as well as, the quality of life for every resident. The former Pine

Lake Challenge Course was rebranded as the Pine Lake Adventure Park, and re-aligned within the recreation division in order to provide a well-rounded recreational and outdoor adventure-based experiential learning program.



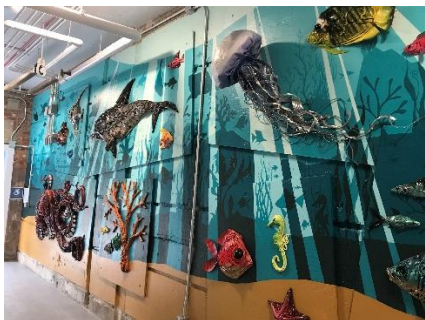
The Dennis Malone Aquatics Center is also host to Bristol Central High School/Bristol Eastern High School Swim Teams, St. Paul and Lewis Mills Swim Teams, private rentals and Bristol Health for water therapy.

Aquatics Division is responsible for the oversight of the Dennis Malone Aquatics Center and two outdoor park pools at Page and Rockwell. The division offers seasonal memberships and daily passes for thousands of patrons annually. An extensive American Red Cross Learn to Swim program is offered at all 3 facilities; annually teaching thousands of Bristol youth this critical life skill. In addition, the division offers water fitness programs, training classes, recreational swim teams, special events, and more.



The Dennis Malone Aquatics Center is also host to Bristol Central High School/Bristol Eastern High School Swim Teams, St. Paul and Lewis Mills Swim Teams, private rentals and Bristol Health for water therapy.

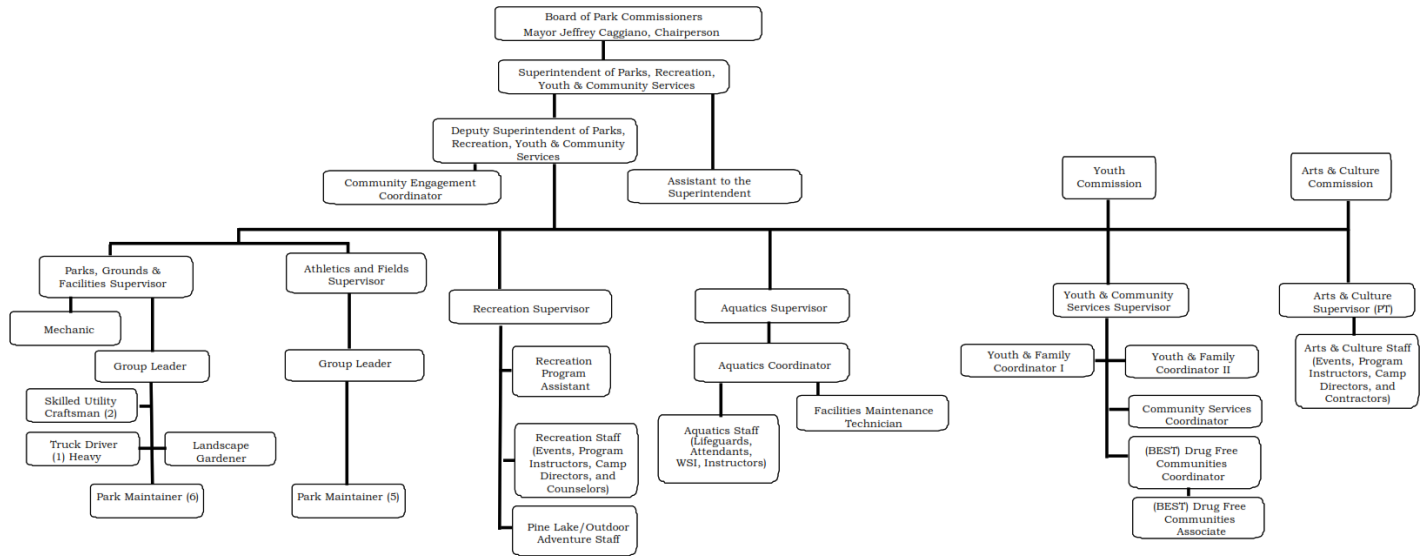
Youth and Community Services Division is responsible for the coordination of a comprehensive community-based youth services bureau and the delivery of essential life services for Bristol residents in need. The Bureau strives to enhance the networking and support between family, school, peer and community environments. Direct services including juvenile diversion programming, individual and family counseling, outreach support, crisis support and case management, youth employment training and positive youth development opportunities. Community Services provides adults with critical information and referrals to available community and state resources. Advocacy and referrals are made for housing, mental/physical health, medical insurance, state benefits, and utilization of the statewide 211 resource. Short term case management and support is provided to individuals in transition and/or emotional distress. One-time assistance is available to residents descending into a long-term crisis or life altering circumstances. The division is also responsible for over \$500,000 of youth services grants including the Drug Free Communities Program and B.E.S.T.-4- Bristol Prevention Coalition. In July 2020 the Parent and Child Center formally housed with Bristol Health merged into the Youth and Community Services Division and became the Parent and Child Program which is supported by the Bristol Exchange Club.



The Dennis Malone Aquatics Center is also host to Bristol Central High School/Bristol Eastern High School Swim Teams, St. Paul and Lewis Mills Swim Teams, private rentals and Bristol Health for water therapy.

Arts & Culture Division is responsible for administering comprehensive year-round arts and culture programs and events for the community. Launching in the fall of 2023, the division develops high caliber shows through Downtown Live at the Rockwell Theater which features comedy, music, and culture. Division staff work with the City Arts & Culture Commission to implement an annual Cultural District Celebration event, public art projects and initiatives. This division collaborates with the City's Diversity Council, Interfaith Coalition, and local business partners

Policy: Organizational Chart
Adopted by City Council: Annually



Policy: Goals and Objectives

Adopted by City Council: Annually

BPRYCS Department Goals and Objectives are formally codified every year in the City of Bristol budgeting process. Narratives are submitted to the Comptroller's Office and published in the *City of Bristol Annual Adopted Budget Book*. Narratives include:

- Division Narratives
- Fiscal Year Goals and Accomplishments
- Summary of Fiscal Year Budget
- Next Fiscal Year Goals
- Long Term Goals
- Performance Measures

Goals and objectives are reviewed annually by Division Supervisors and the Superintendent and are connected back to the department's overarching goals from the *City-Wide Parks, Recreation, Youth and Community Services Master Plan* and *Strategic Plan*.

(Source: City of Bristol Annual Adopted Budget Book available at www.bristolrec.com).

Policy: Citizen Advisory Boards and Commissions**Adopted by Board of Park Commissioners:** November 2021

The work of the BPRYCS Department is supported and guided by 3 City Commissions including a policy (1) Board of Park Commissioners, and an advisory (2) Youth Commission and (3) Arts and Culture Commission. Citizen board members are appointed by the Mayor and City Council and serve 3 year terms. All commission meetings are open to the public. While the Superintendent or his/her designee sets board agendas, commissioners may also request to have an item placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. The Assistant to the Superintendent serves as the board liaison assisting commissioners with board schedules, packets and other logistics as required.

(1) Board of Park Commissioners

The Board of Park Commissioners was established in 1913 to provide stewardship and policy oversight of the Parks Department. The commission consists of the Mayor as an ex officio, chairman, six commissioners, a City Council Liaison and a Board of Finance Liaison. The Board of Park Commissioners meets the 3rd Wednesday of every month at 6:00 p.m. (unless otherwise noted). In order to thoroughly vet policy, 3 sub-committees comprised of board members (as assigned by the Mayor) are established and convene on an as needed basis. This includes:

- **Policy & Strategy Committee:** To act as the policy development committee responsible for: Annually reviewing and approving the Policy Manual, reviewing Superintendent's policy change recommendations, introduces new policies for staff to develop, assists with conduct of research regarding policies under consideration by the board, assists with review and approvals of CAPRA accreditation reports, and may review and make policy determination on special projects, requests or initiatives.
- **Finance Committee:** To act as the fiduciary committee responsible for: Reviewing financials on a monthly basis, providing input and approving the Superintendent's annual operating and capital improvement budget, reviewing and modifying park use fee schedules as appropriate, reviewing trust fund reports and evaluating requests to utilize trust funds for qualifying capital improvement projects, and providing input into department Business Plans as appropriate. May provide input into other financial issues throughout the year as needed.
- **Fund Development & Advocacy Committee:** To act as the philanthropic committee responsible for: Partnering with staff to institutionalize philanthropic processes, provides input and approves the annual Fundraising strategy and goals, cultivating partnerships and community relationships, assisting with securing sponsorships and donations, providing input on and assisting with fundraising events or initiatives as requested by staff.

(2) Youth Commission

The Youth Commission was established in 1978 to study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. The commission shall analyze the

needs and shall make recommendations to the Mayor and the City Council regarding the programs and policies available to serve those needs.

The Youth Commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third (1/3) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families. The Youth Commission meets 6 times a year, every other month on the 2nd Wednesday of every month at 6:15 p.m. (unless other noted).

(3) Arts and Culture Commission

The Arts and Culture Commission was established in 2018 to encourage tourism, entertainment, and arts in order to foster the development of community pride and improve the quality of life for Bristol residents by promoting community activities and showcasing Bristol's cultural events; make recommendations to the Mayor and City Council concerning the financial sponsorship of various activities and events and investigate other means of securing funding for commission activities such as paid advertising and grant opportunities. Coordinates the publication of a community calendar of events and any other appropriate publications which will showcase the large number of quality arts, cultural, tourism and family-oriented activities occurring locally.

The Arts and Culture Commission shall consists of seven (7) members. A chairperson, vice-chairperson, and secretary shall be elected by members of the City Arts and Culture Commission from among their members. The Arts and Culture Commission meets the 1st Wednesday of every month at 6:00 p.m. (unless other noted). In order to assist the Arts and Culture Supervisor administer special programs, 2 advisory sub-committees were established and convene as needed. This includes:

- **Cultural District Committee:** In 2022 the City of Bristol obtained a Cultural District Designation for the downtown area established by the Cultural District Committee. Per state requirements the Cultural District committee will meet a minimum of once per year with responsibilities to annually review and approve the elements and assets of the cultural district.

Policy: City of Bristol Charter Sec. 43: Department of Parks and Recreation

Adopted by City of Bristol Residents: Founding of the City in 1911

A municipal charter is the basic document that defines the organization, powers, functions and essential procedures of the city government. The charter is, therefore, the most important legal document of any city. Section 43 of the City of Bristol Charter covers the Department of Parks and Recreation.

Sec. 43. - Department of parks and recreation.

- (a) The public parks and playgrounds of the City of Bristol existing and maintained or which may be established or maintained by said city, or, which may be assigned by the city council, whether within or without the corporate limits of the city, together with all park property which may be acquired, shall be under the general care and control of the board of park commissioners. Said board shall consist of the mayor as a member ex officio and chairperson of the board, and six commissioners.
- (b) As each commissioner completes the commissioner's term, the mayor shall nominate and the council shall appoint a commissioner who will serve for three years, and all commissioners thereafter appointed will hold office for three years or until a successor shall be appointed.
- (c) All nominations and appointments for full three-year terms shall be made in the month of December next preceding the expiration of the term of any commissioner, and such appointments will take effect on the first of January following the appointment.
- (d) In the case of a vacancy, a successor shall be nominated by the mayor and appointed by the council in the next month after the vacancy occurs. Such successor shall take office on the first day of the ensuing month and shall serve out the unexpired portion of the term.
- (e) The board of park commissioners shall elect from its membership a vice-chairperson who shall act as chairperson in the absence or disability of the mayor. The board shall elect a secretary, who, at the discretion of the board, may be one of its members. At all meetings, four members of the board shall constitute a quorum for the transaction of business. No member of the board of park commissioners shall receive compensation, but each commissioner shall receive actual disbursements for necessary expenses in the performance of any duty imposed upon the commissioner by direction of said board. Said board shall have the care, management and control of all parks and playgrounds of the city and of all constructions thereon and it may give proper designating names thereto. Said board shall have power to lay out and improve, with walks, drives and roads, the parks and other property thus held and acquired, and shall have the power to build necessary culverts and bridges and to drain, plant and otherwise, at their discretion, to improve and adorn such properties thus held or acquired. It may erect such buildings as may be needed for the use, protection and refreshment of the public, provided no expenditure shall be made in excess of the amount appropriated by the board of finance for the use of the parks or otherwise provided. It shall recommend to the city council rules, regulations and ordinances necessary to the maintenance of such parks and for safety and order therein. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the superintendent of parks and recreation's position to be approved by the city council.
- (f) Said board shall have exclusive power to make rules and bylaws for the ordinary transaction of business and shall keep proper records and books of account, subject to the supervision of the board of finance. Books of account and record shall, at all times, be open to the inspection of the mayor

and city council and to the board of finance and shall be subject to annual audit by the proper municipal officials.

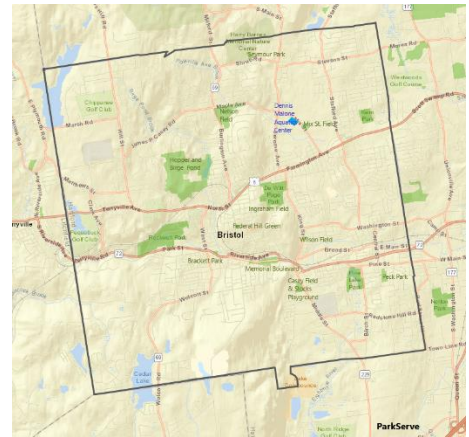
- (g) Said board shall have sole power to determine the places in said parks, grounds and other property under their control, where sewer, gas and water pipes shall be laid, and no trench for such purposes shall be opened without written consent from said board. No telegraph, telephone or electric light, or other wires or posts or supports therefor shall be erected in, upon, through or over said park or parkways without the consent in writing of said board.
- (h) The superintendent of parks and recreation shall be nominated by the mayor and appointed by the city council for a term of four years. The mayor shall notify such superintendent of parks and recreation at least one month prior to the expiration of the term in writing that such person will or will not be re-nominated. Notwithstanding the provisions of this section, the full-time superintendent of parks and recreation in office on the effective date of this section shall continue in office until the expiration of the term. The superintendent of parks and recreation shall be (1) a graduate of a four-year college or university with a degree in parks and/or recreation or related field and shall have at least two years of administrative experience in parks and recreation or park planning and development, or (2) shall have had at least six years administrative experience in the park and recreation field and two-year college degree in parks and/or recreation or related field. Under the direction of the board of park commissioners and subject to the approval of the city council, the superintendent of parks and recreation shall exercise general supervision over the public parks and the public recreation program, shall be responsible for the efficiency and discipline and conduct of the department of parks and recreation and shall appoint and remove such deputies, assistants and employees as the superintendent of parks and recreation may deem necessary. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the superintendent of parks and recreation's position to be approved by the city council.
- (i) Property heretofore and hereafter acquired for squares or highway parkways, grass parks or plots at street intersections, and between travelled ways and highways not on park properties, shall be under the general care and control of the director of public works. In the event of doubt whether any portion of city properties shall properly be under the care of the board of park commissioners or of the director of public works, the city council shall determine such question. It shall, in its discretion, have power to lease any buildings or land for a term not to exceed three years, and to dispose of timber, gravel and stone.
- (j) Rents, profits or income from properties acquired for park or playground purposes shall be paid into the city treasury to be placed at the disposal of the board of park commissioners as an addition to the annual appropriation, unless otherwise provided by the terms of acceptance by the city council.
- (k) The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places.
- (l) A listing of the city-owned property, under the care of the board of park commissioners, is on file in the office of the town and city clerk. Said board shall have the general care and control of that real property cited above and any additions as may be acquired by the City of Bristol from time to time.

- (m) The City of Bristol shall have power to acquire and hold real estate or other property for the purpose of establishing or enlarging public parks and squares for boulevards and parkways or for the improvement or ornamentation of parks and playgrounds or for the establishment or maintenance therein of museums, gardens, collections, monuments, statues, fountains or other works of art, by condemnation or by contract, and to accept conveyances of any such properties and to receive gifts, donations or devises of land or other property upon such conditions as may be prescribed by the grantors or devisors and accepted by the city council. Said properties may be so acquired by a vote of the city council, which shall first submit a proposal to acquire the same to the board of park commissioners and the city planning commission for recommendations and to the board of finance for advice and counsel concerning the effect of acceptance of such gift or gifts upon taxation. No such vote of the city council shall go into effect before fourteen days from the date of its publication in a newspaper of general circulation in the city. If, during such fourteen days, a petition signed by at least ten per cent of the qualified electors protesting against such acceptance is filed, the council shall submit the question of such acceptance to the vote of the electors of the city, either at the next general municipal election or at a special election called for that purpose and, if such question shall be so submitted to the electors, such vote of acceptance by the city council shall not go into effect unless a majority of the qualified electors voting thereon shall vote in favor thereof. The sufficiency of such petition shall be determined, the election ordered and conducted, and the result declared as provided in section fifty hereof, so far as such provisions are applicable.

(Amend. eff. 11-9-77; Amend. eff. 11-9-83; Amend. eff. 11-7-89; Amend. eff. 12-8-11; Amend. eff. 12-5-13)

Policy: Jurisdiction**Adopted by City Council:** Park Department Formed in 1932

The BPRYCS Department and Board of Park Commissioners has been given jurisdiction over all public park areas and open spaces within the corporate boundaries of the City of Bristol per City Charter. The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such



enclosures, ways, parkways, roads, or places. A listing of the city-owned property, under the care of the Board of Park Commissioners, is on file in the office of the town and city clerk. [Bristol, Connecticut, Municipal Code, § 43, \(a\), \(k\), \(l\).](#)

Parks and Facilities (under BPRYCS Jurisdiction)

The BPRYCS Department is responsible for the stewardship of over 730 acres of city parks and open space including:

The Parks, Recreation, Youth and Community Services Department is responsible for the stewardship of approximately 800 acres of city parks and open space. Parks and facilities include:

Park/Facility Name	Description
Brackett Park	Two acres purchased from Carlyle F. Barnes in 1917 and later named for Dr. A. S. Brackett who was instrumental in securing the purchase. Entrances are located on School Street and North Main Street. Amenities: Basketball court, gazebo, enclosed toddler playground, and memorial garden. Goodsell Toddler playground was established in 1974.
Casey Field	Nine acres transferred from the Sewer Department in 1950 and later named for former Mayor James P. Casey. The entrance is located on Lake Avenue. Amenities: Lighted softball field, parking, and youth football facility.
Dennis Malone Aquatics Center	Built in 1995 and named after Superintendent Dennis Malone, located on Mix Street. Amenities: Indoor swimming pool which offers daily and seasonal memberships, as well as, swim lessons, water exercise programs, swim teams, and rentals.
E. G. Stocks Playground	One and a half acres transferred from the Sewer Department in 1954 and later named for former Superintendent of Parks, E. Gordon Stocks. The entrance is located on Middle Street. Amenities: Basketball court, playground, four lighted sand volleyball courts, restrooms, pavilion shelter, and water-spray park. The facility received a major renovation in 2006.

Federal Hill Green	Two acres, designated park controlled when the Board of Park Commissioners was formed in 1913, located at Maple Street and Queen Street. Amenities: Community green area, lighted walkway, regular playground, playfield, gazebo and park benches. Riordin Toddler Playground was established in 1974.
Hoppers/Birge Pond Nature Preserve	Two hundred and seventy acres acquired in 1973 and located at Beech Street and Ambler Road. Amenities: Open space with geological kettles, hiking paths, boardwalk, fishing pond, and kayaking and canoeing.
Kern Park	Twenty-two acres deeded to the City in 1966, Kern Park is a larger parcel which now consists of Ivy Drive School to its north. The park is named after long time Park Commissioner Herbert L. Amenities: a passive recreation area with nature trails connecting the school grounds to surrounding neighborhoods, wetlands and upland habitats.
Mix Street Field	Ten acres of land provided by the New Britain and Bristol Water Departments in 2014. Amenities: Lighted softball field and multi-use youth field.
Muzzy Field	Eight and a half acres given in 1912 by future Park Commissioner Adrian Muzzy in memory of his two sons. The field is located on Muzzy Street. Amenities: Lighted baseball, football, and soccer stadium complex with a seating capacity for baseball-4,900 and football/soccer-5,800.
Nelson Field	Fifty acres acquired in 1988 under the Recreation and National Heritage Trust Program and the State of Connecticut D.E.E.P. The entrance is located on Burlington Avenue. Amenities: Parking, passive recreation and sledding hill.
Page Park	Eighty-six acres given by DeWitt and May Rockwell Page in 1933. Entrances are located at King Street, Moody Street, Page Avenue and Woodland Street. Amenities: Outdoor swimming pool, boundless playground, fishing lagoon, 18-hole disc golf course, rain garden, water spray park, picnic areas, five lighted tennis courts, lighted softball field, hardball diamond, horseshoe pits, basketball court, pavilion and lodge buildings which house arts and camp programs through the year. Ingraham Field (a section of Page Park): Eight acres given in 1936 by Edward Ingraham. The entrance is located on Woodland Street. Amenities: Playfield located within confines of Page Park.
Peck Park	Eight acres transferred from the Board of Education to the Parks and Recreation Department in 1976. It was developed and constructed through Community Development funding and completed in 1977. A trust fund was established to help maintain the park under the will of Constance Y. Peck. Entrance is located on Daley Street, additional parking at Greene-Hills School. Amenities: Four tennis courts four pickleball courts, regular playground, and youth softball fields.
Pigeon Hill Preserve	Sixty-three acres acquired by the City in 2021. The preserve is comprised of a 3-parcel collection (2 parcels in Bristol owned by the City and 1 parcel in Burlington owned by the Environmental Learning Centers of Connecticut) of mixed forest, fields, and wetlands. The property has immense environmental and historical value as it will preserve the entire glacial esker between a now contiguous preserve made of Pigeon Hill and Barnes Nature

	Center. The site provides passive recreation opportunities to park users. Amenities: hiking trails
Pine Lake	Fifty-four acres acquired from the Conservation Commission on May 27, 1968. The entrance is located at Emmett Street, Pine Street, and Birch Street. Amenities: Fishing Pond, accessible fishing pier and parking lot, ropes challenge course, and Bristol Soccer Club Facility. The Pine Lake Challenge course became part of the purview of the Parks and Recreation Department in 2019 when the Youth Services Department merged.
Quinlan Park	Located on Broad Street in Forestville, the Thomas W. Quinlan Forestville Veterans Park was acquired by the City in June of 1979. Amenities: Memorial Bell, Forestville Honor Roll
Roberts Property Park	Seventeen acres of open space was acquired by the City in August 10, 2004. The site was studied for a multi-use sports complex but the project was shelved in favor of passive recreational use. Amenities: Off leash dog park and walking trails.
Rockwell Park	One hundred and five acres given by Albert and Nettie Rockwell in 1911. Entrances are located at Jacob Street, Dutton Avenue, Park Street, and Terryville Road. Amenities: Lagoon, fishing pond, regular playground, toddler playground, outdoor swimming pool, water-spray park, 18-hole disc golf course, picnic areas, basketball court, para-fitness course, multi-purpose field, walking/hiking trail, mountain bike trails, pavilions, dog park, concrete skate park plaza, and lighted sand volleyball courts. Fraser Field (a section of Rockwell Park): Given by Albert Rockwell in 1914 and later named for former Park Superintendent, Willis P. Fraser. The entrance is located on Park Hill Road and Terryville Road. Amenities: Four little league fields for McCabe-Waters Little League.
Seymour Park	Five acres acquired through the estate of George Dudley Seymour in 1971. The park is located on Shrub Road next to Barnes Nature Center. Amenities: Hardball diamond (Riley Field), basketball court, two tennis courts, picnic area, and regular playground. Riley Field was dedicated to former Superintendent Sarge Riley in 1974.
Veterans Memorial Boulevard	Twenty-five acres given in 1921 by Albert Rockwell along with the school property. The entrance is located at Main Street, South Street, and Riverside Ave. Amenities: Passive recreation parallel to the Pequabuck River with benches, two fishing ponds, memorial monuments, parking, multi-use athletic field and walking path with mile markers. The Parks Department assumed maintenance responsibilities of the Memorial Boulevard fields in June 2013. The tennis courts were closed down in 2016 due to their condition.
Wilson's Field	Two acres given by Bristol Brass Corporation in memory of Albert Wilson in 1950. The playground is located on King Street. Amenities: Regular playground, youth softball field and basketball court.

Policy: Policies and Standard Operating Procedures
Adopted by Board of Park Commissioners: 2006

The BPRYCS Department Policy Manual was established in 2006 by department personnel in conjunction with the Board of Park Commissioners. The Policy Manual provides guidance and direction for department personnel in order to carry out their work and achieve the department's mission. While policies can be introduced or modified throughout the year, the Policy Manual is formally reviewed and adopted by the Board of Park Commissioners on an annual basis.

Policy Approval Structure

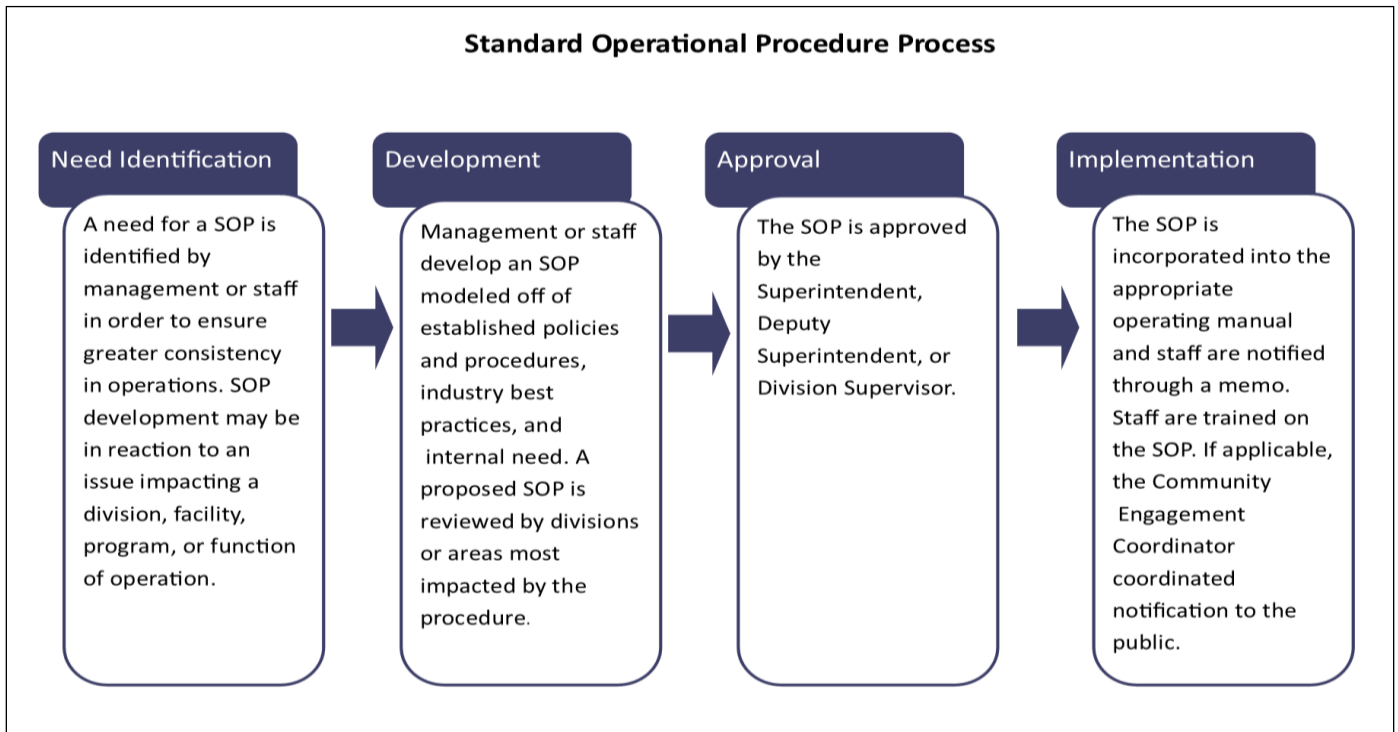
Steps	Phase	Actions
1	Initiation	A new policy or policy revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and development of a policy incorporating industry and national best practices, policies adopted by similar agencies, and other data relevant to the policy creation. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified policy to the Policy Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption.
4	Publication & Management	Newly approved policies are incorporated into the Policy Manual and communicated out to department personnel. Training on the new policy may be provided to staff as appropriate. New policy is monitored for success in achieving desired outcomes.

Policies Requiring Ordinance Change

Policies that require ordinance changes are referred by the Board of Park Commissioners to the City of Bristol Ordinance Committee. The Ordinance Committee review the policy and may seek input from other departments impacted by the policy. A public hearing is scheduled regarding the proposed ordinance. Following the public hearings, the Ordinance Committee votes to oppose the change or refer it to the City Council for final approval. The City Council votes to approve or oppose the ordinance change. Should the ordinance be approved, it goes into effect two weeks following council approval.

Standard Operating Procedures

A Standard Operational Procedure (SOP) is a rule or process established by the Superintendent, Deputy Superintendent, or Division Supervisor that typically impacts the operation or use of a specific area, such as a division, facility, program, or function. SOPs are designed to support the staff in executing the department's mission through detailed operational instruction. SOPs are the responsibility of the Superintendent or designee and do not require Board approvals. SOP's do not supersede federal, state, and/or local laws, Board of Park Commissioner policies, or administrative policies, rules and regulations, but may provide more clarification to these governing rules. Standard Operating procedures are located in the department's shared Parks "O" Drive.



Policy: Operational Coordination and Cooperative Agreements
Adopted by Board of Park Commissioners: October 2023

The BPRYCS Department holds cooperative agreements for the operation and management of several key facilities through Memorandums of Understandings (MOU). This includes:

- **Pigeon Hill Preserve-** This 66-acre passive open space park was opened in the spring of 2023 and is supported by a Habitat Management Plan created by the Environmental Learning Centers of Connecticut (ELCCT). In November 2022 the Board of Park Commissioners approved an MOU for a joint Maintenance Management Plan between the BPRYCS Department and the ELCCT. The plan outlines shared maintenance responsibilities and is available at [5325_mou_signed.pdf \(myrec.com\)](#).
- **Board of Education (BOE) School Fields-** In May 2023 the Board of Park Commissioners adopted a Board of Education School Fields Maintenance and Management Plan aligned with long standing priorities established in the Master Plan. The agreement provides scheduling and maintenance jurisdiction to the BPRYCS for the elementary school fields, middle school fields and BAIMS field. The plan is available at [5326_boe_school_field_proposal_adopted_plan.pdf \(myrec.com\)](#).
- **Downtown Live at the Rockwell Theater-** In alignment with the opening of BAIMS in September 2022, the BOE and BPRYCS entered into an agreement for the joint use of the Rockwell Theater. The BOE retains responsibility of the theater and its assets as well as the educational programs and rentals. Black-out dates are assigned annually for BPRYCS to program community shows as part of the Downtown Live at the Rockwell Theater series.

MOU's are reviewed on an annual basis by associated personnel and relevant boards and commissions including the Board of Park Commissioners and the City Arts and Culture Commission.

Chapter 2: Planning



Policy: Overall Planning Function within the Agency
Adopted by Board of Park Commissioners: October 2023

At the BPRYCS Department, the Board of Park Commissioners, Youth Commission and City Arts and Culture Commission provides the planning of parks, facilities and programs by working with the Superintendent and staff. Qualified consultants are often engaged to assist with planning work within the agency in order to provide comprehensive direction for the department's work. Examples of consultants hired for recent planning projects have included:

Project	Consultant	Evidence of Experience
Page Park Revitalization	Jon Tunsky, RLA, CPSI Project Manager, Weston & Sampson	(2) Jonathan Tunsky LinkedIn
Kern Park Development and Renovations Plan	Phil Barlow, PLA, AICP, LEED AP Manager Landscape Architecture, FHI Studio	(2) Phil Barlow LinkedIn
Youth & Community Services Strategic Plan	Kristianna Smith, Liberation Consulting Practice	Kristianna Smith — kristianna smith
Comprehensive Master Plan	Patrick Maguire, RLA, LEED AP Managing Principal, Activitas & Neely Bhatt, Principal, Pros Consulting	(2) Patrick Maguire LinkedIn (2) Neelay Bhatt LinkedIn

Plans are adopted by the BPRYCS Department's Boards and Commissions and published on the Park Projects Portal: [Parks Project Portal - Home - BPRYCS - PROJECT PORTAL \(constantcontactsites.com\)](#)

Policy: City Wide Parks, Recreation, Youth & Community Services Master Plan
Adopted by Board of Park Commissioners: February 2021

In 2020, the BPRYCS Department retained the services of *Activitas* and *Pros Consulting* to guide the staff and Board of Park Commissioners in the formation of the first *City Wide Parks, Recreation, Youth & Community Services Master Plan*. The overarching goal of the plan was to identify current and future needs for the City of Bristol to help guide the Department for the next 5 to 10 years. Additional goals that were codified in the master plan include:

- Gain a better understanding of community needs
- Identify gaps of service, programs and facilities not currently being met
- Identify future trends and benchmarking through the National Recreation and Parks Association and other standards
- Creation potential park renovation/improvement designs for future development with estimated associated costs for such improvements
- Address plans for deferred maintenance
- Define future Capital Improvement Projects as well as staffing/equipment needs to meet recreation and park objectives
- Guidance in the prioritization of projects
- Develop a phased plan for ADA Compliant Upgrades
- CAPRA Accreditation Review

In order to achieve these goals, the following tasks were completed:

- Review and research of existing documentation to build upon what has been previously developed
- Comprehensive, systematic community engagement process
- In-depth site analysis for all of the city parks
- Review each park for ADA compliance and provide recommendations where necessary
- In-depth comprehensive site plan for Page Park
- High level overview of Board of Education facilities
- Inventory of existing city park assets and review of city open space and properties
- Identify and recommend programming and maintenance plans
- Identify sustainability plans and green initiatives
- Recommendations for aggressive and sustainable funding sources

The *City Wide Parks, Recreation, Youth & Community Services Master Plan* process was conducted during the COVID-19 pandemic. Therefore, the process was slightly altered due to the inability to conduct in-person public meetings, and focus group interviews, however, by use of virtual meetings, the process was able to be altered in order to achieve the same result that would have occurred without the pandemic. Best practices dictate that a system wide master plan should be conducted every ten years. The BPRYCS department will endeavor to retain a professional firm for a new Master Plan in 2030.

(Source: *City Wide Parks, Recreation, Youth & Community Services Master Plan* available at www.bristolrec.com).

Policy: Parks, Recreation, Youth & Community Services Strategic Plan

Adopted by Board of Park Commissioners: November 2021

In March 2021, BPRYCS initiated a strategic planning effort to establish a road map for the department's internal operations through 2024. The *Strategic Plan* serves as the implementation tool to execute the community's vision for BPRYCS established in the *City Wide Parks, Recreation, Youth & Community Services Master Plan*. The 5 focus areas of strategic work for the 2022-2024 plan include:

- **Park & Facility Development**
 - Develop a comprehensive capital improvement and outlay plan that addresses deferred maintenance, ADA transition and supports healthy expansion
 - Implement site specific master plans for every park across the system in order to plan for the future
 - Establish and engage in processes that amplify and empower diverse community voices for the design and development of park and facility improvements
- **Park & Facility Management**
 - Establish and implement maintenance standards for all parks, facilities and infrastructure within the system
 - Define and implement best practices for parks, grounds and facilities maintenance
 - Increase public access to recreational and park spaces through critical community partnerships including the Board of Education
- **Programs & Services**
 - Align program offerings with the needs and priorities of the community
 - Define core programs and services to effectively balance the need for cost recovery with affordable access
 - Clearly define, track, and utilize participant outcomes to report on success and future programming development
 - Build a comprehensive volunteer program to engage residents and enhance program delivery
- **Financial & Budgetary Development**
 - Administer a transparent financial planning process that amplifies the voices of staff, stakeholders and the broader community
 - Research, propose and pursue alternative funding sources to support the work of the department
 - Review and update department fee schedules on an annual basis reflecting both market trends and community goals
- **Policies & Practices**
 - Annual review of Policy Manual with new policies established to meet CAPRA Accreditation
 - Continue to strategically invest in department staff to develop highly qualified and technically skilled professional team
 - Enhance public awareness of the department through the development of a strategic marketing plan and the implementation of new technology

A new strategic planning process will commence in 2024 to build the 2025-2027 Strategic Plan.

(Source: *Parks, Recreation, Youth & Community Services 2022-2024 Strategic Plan* available at www.bristolrec.com).

Policy: Community Engagement Plan**Adopted by Board of Park Commissioners:** May 2022

Aligned with BPRYCS Department mission and vision to deliver high-quality services and facilities while shaping positive public perceptions, the BPRYCS Department has adopted a formal Community Engagement Plan (CEP) to be utilized in design and development of public parks and recreational amenities. The plan provides the Community Engagement Process framework, engagement toolkit, and explicitly identifies methods of engagement for the inclusion of diverse perspectives. A CEP helps build trust among community members and the department, increases civic participation, develops a community's sense of ownership over park spaces, decreases unforeseen conflicts or problems, and creates an overall higher-performing public parks and recreation agency that is reflective of the community.

Community Engagement Process Framework

The Community Engagement Process framework provides the roadmap by which department staff will interface with and intentionally solicit feedback from the residents of Bristol.

Figure 1. Community Engagement Process Framework

Phases of Community Engagement	Examples
Planning	• Develop project description, budget, and scope. • Establish a timeline for engagement that is aligned with project time frame • Define engagement spectrum (inform, consult, or collaborate) • Select engagement tools applicable to the project (note: there is no one size fits all). • Identify engagement venues and reserve space if needed. • Assign staffing for community engagement activities • Develop the engagement materials (i.e. surveys, handouts)
Communications	• Develop media releases (social media, press release, newsletter, flyers) to communicate engagement opportunities, schedules and timelines. • Prepare schedule for communicating results of the community engagement activities.
Implementation	• Execute the planned community engagement activities • Utilize established tools to properly collect data.
Analysis	• Review and analyze the results of the community engagement activities.

Reporting	• Develop a community engagement project report that reflects the findings and any analysis completed from the process. • Communicate the results with staff, boards/commissions, elected officials, and the public as appropriate.
Evaluation	• Review and evaluate the success of the community engagement process. • Document the challenges and successes of the engagement process. Define improvements for future processes.

Community Engagement Toolkit

Whereas the Community Engagement Framework outlines the process by which staff will conduct public engagement, the toolkit provides a menu of options and methods for collecting data. There is no “one size fits all” for community engagement and thought needs to be put into which tools and methods are needed for a specific project. Where possible, a mixed methods approach is desirable in order to vary the collection methods to capture different audiences.

Figure 2. Community Engagement Toolkit

Collection Method/Instruments	Description
Focus Group	• Organize a small group of stakeholders to discuss the project and provide input. Focus group recruitment should be intentional with specific users identified.
Tabling	• Set up a table on a BPRYCS or community special event to discuss the project. Posters or visuals should be available. QR codes and integration of technology for feedback should also be included.
Interviews	• Conduct 1-on-1 interviews with specific stakeholders of the project.
Public Meeting	• Hold a public meeting to allow community members to discuss, provide input and review plans. Meeting locations should vary and ideally be held in walking distance to the end users.
Online Survey	• Develop an online survey utilizing survey monkey to ask questions and gather quantitative data.
Social Media	• Utilize BPRYCS social media pages to solicit feedback, engage in voting
Knock doors/house visits	• Staff representatives can go door to door with materials for area neighbors to hand out information and solicit informal

	feedback into projects directly impacting them.
--	---

Inclusion of Diverse Perspectives

Ensuring the community engagement process is inclusive and meaningful requires thoughtful and deliberate planning to ensure our city parks and recreational amenities are created by the people they are intended to serve. Community engagement attempts can fail to truly represent when people that experience inequities, high risk living in poor environments and/or experiencing negative health outcomes (e.g., people of color, low-income neighborhoods, people with physical and cognitive disabilities, etc.) are not engaged.

During the community engagement planning process, staff should identify potential stakeholders and community groups that should be included in the data collection. Where possible, representatives from those communities should be contacted to see if there are interested parties to participate in the engagement activities. Community engagement planners should consider going to organizations with connections to diverse populations (BARC, NAACP, and Interfaith Coalition for example).

Demographic information should be collected at each of the community engagement activities. Data should be reviewed and included in the final reports in order to determine if the demographics reflect the larger community. Data should inform deficits in which community groups were missing from the engagement activities and then plans developed for future engagements.

(Source: NRPA Parks for Inclusion Policy Guide, NRPA Community Engagement Resource Guide)

Policy: Americans with Disabilities Act (ADA) Transition Plan
Adopted by Board of Park Commissioners: May 2022

In order to achieve the department's vision to impact the lives of all Bristol residents, further its core value of commitment to diversity, equity and inclusion, and meet the legal requirements of the Americans with Disabilities Act (ADA); BPRYCS has developed a comprehensive ADA Transition Plan.

Site accessibility deficiencies and compliance issues are well documented within the *City Wide Parks, Recreation, Youth & Community Services Master Plan*. Millions of dollars' worth of upgrades are estimated to be required to address the deficiencies and even more for universal design access. Recognizing that work cannot be completed overnight, the ADA Transition Plan details the methods to be used to ensure compliance with ADA accessibility requirements. The ADA Transition Plan includes the following components:

- Overview of ADA and its Relationship to Other Laws
- Designation of Responsibility
- Agency Self-Evaluation
- Communications, Information & Facility Signage
- Building Facilities and Related Parking Lots
- Pedestrian Facilities/Public Rights-of-Way
- Public Outreach
- Public Notice of ADA Requirements and Grievance Procedure
- Progress Monitoring and Transition Plan Management

In accordance with 28 CFR 35.107(a), BPRYCS has designated the Deputy Superintendent as the department's ADA Title II and Transition Plan Implementation Coordinator, to oversee the department's policies and procedures, monitor the department's progress and manage review and updates of the transition plan in conjunction with the formal approvals of the Board of Park Commissioners.

(Source: ADA Transition Plan available at www.bristolrec.com).

Chapter 3: Organization and Administration



Policy: Internal Communications**Adopted by Board of Park Commissioners:** October 2022

BPRYCS leadership strives to ensure department staff receive timely and up-to-date communications regarding department happenings, policy changes, and general expectations. Supervisors engage in a variety of means of internal communication on a regular basis. The communication matrix demonstrates how internal communications are managed within the agency.

Communications Matrix

Communication	From	To	Frequency	Delivery Media
General Updates & Highlights	Superintendent Deputy Superintendent Community Engagement Coordinator	City Officials, Board Members, & All Staff	Once a week Monthly report	Weekly Emails Monthly Report Document Weekly newsletter Monthly division updates at leadership meeting
Important Documents & Forms	Superintendent Deputy Superintendent Community Engagement Coordinator Assistant to the Superintendent Division Supervisors	All Staff	As needed	City Intranet, MyREC employee classroom, Shared "O" Drive, Marketing Toolkit
Urgent Issues	Front end administrative staff, Superintendent, Deputy Superintendent, Division Supervisors/Coordinators	Division Supervisors, coordinators or appropriate front line staff member	As needed	Verbal (phone/radio/face-to-face), with follow-up email as needed
Policy Changes	Superintendent Deputy Superintendent	Leadership Team & full time employees	As needed	Formal Memo circulated by email, information boards, and face-to-face at leadership meetings
Budget Usage	Superintendent Deputy Superintendent Asst. to the Superintendent	Leadership Team	Monthly & as needed	Email, & Munis report at leadership team meetings
Special Presentations	Superintendent Deputy Superintendent Community Engagement Coordinator	Boards & Commissions (Parks, Youth, Arts & Culture),	Annually & as needed	PowerPoint presentations, posted on website for

	Division Supervisors	Board of Finance, City Council, Commission of Persons with Disabilities		internal/external access
Skill Building & Professional Development	Leadership Team External facilitator	All staff	Quarterly, monthly & as needed	In-person division specific trainings, webinars,

General Updates & Highlights: The Superintendent compiles weekly updates on department happenings and sends them to all commissioners (Board of Park Commissioners, Youth Commission, and Arts & Culture Commission) as well as City Councilors and department staff. The emails highlight major staff work accomplishments, upcoming events and important dates. Additionally, Division Supervisors prepare a monthly report that includes qualitative and quantitative data on their programs, events, and services. The monthly report is included in commission board packets as part of the agenda. Division updates are also shared by the supervisors at the monthly Leadership Team meetings as a means to communicate important happenings and upcoming dates with colleagues. Finally, the Community Engagement Coordinator prepares a weekly newsletter that is emailed to our external users through Constant Contact; department staff are also signed up for the newsletters as another means of receiving general information on department happenings.

Important Documents & Forms: Staff utilize a shared “O” Drive for storing, sharing and updating work files and important documents. Staff also have access to a City Intranet where general human resources/benefits/access forms are stored. The Community Engagement Coordinator also maintains a marketing toolkit through the “O” drive where department programming staff can access templates for press releases, flyers, and other marketing materials to aid in the marketing of their programs, events and services. Finally, an internal employee classroom is maintained by Division Supervisors for part time/seasonal staff to access various forms, paperwork and training materials associated with their position.

Urgent Issues: In the event of an urgent or pressing issue, the department staff member receiving the issue will inform the appropriate supervisor or staff member in person, over the phone, or via the Parks radio system depending on the nature of the situation. Follow-up emails are also sent in the event further action is needed. For critical issues staff members inform the Superintendent and/or Deputy Superintendent as soon as possible.

Policy Changes: Policies are reviewed on a regular basis and are added, modified and adopted by the Board of Park Commissioners. The Superintendent and/or Deputy Superintendent may consult appropriate staff members for policy input depending on the nature of the policy. Once the policy has been formally adopted by the Board of Park Commissioners the policy is introduced to impacted department staff through a formal memo. Memos are sent via email, posted in staff common areas on information boards, and communicated in person at leadership meetings.

Budget Usage: Financials are tracked on a regular basis by the Superintendent, Deputy Superintendent, Assistant to the Superintendent and division supervisors. Year to date financials are reviewed monthly as a standing agenda item in the Leadership Team meeting. The Year-to-date financials are also presented by the Superintendent monthly at the regular Parks, Youth & Arts & Culture commission

meetings. Issues with budget usage are communicated to the appropriate supervisor face-to-face, over the phone and/or via email depending on the nature of the issue. The Superintendent provides updates on the fiscal year budget process during the Leadership Team meetings.

Special Presentations: Leadership team members deliver special presentations to the various boards and commissions upon request and as needed. The Superintendent presents the Annual Year in Review presentation which highlights department accomplishments and goals for the year, the Deputy Superintendent presents the Annual CAPRA Update to inform Park Commissioners of the accreditation status, and the Community Engagement Coordinator presents the Annual Fundraising Strategy which highlights fundraising events, amounts, and strategy. The plan is endorsed by the Fund Development Committee of the Board of Park Commissioners. Various department staff are called on to present updates, and special informative sessions on various topics as needed.

Skill Building & Professional Development: Department staff engage in regular professional development opportunities as appropriate to their position in the department. Full time staff attend annual conferences (state and nationally), quarterly trainings, webinars, and other trainings as professional development budgets permit. In addition, in-service trainings, orientations and other staff meetings are held by Supervisors to review expectations and build division specific skills. Quarterly Diversity, Equity and Inclusion trainings are organized by the DEI committee of the department and are mandatory for all full-time staff.

Policy: Marketing and Communications Plan

Adopted by Board of Park Commissioners: October 2023

Public Information / External Communications – Overview

As outlined in the City of Bristol's Personnel, Policies, and Procedures Manual, The City of Bristol Parks, Recreation, Youth and Community Services Department is committed to informing the residents of Bristol, the Mayor and City Council, local organizations, the business community and the local media of events, activities, services, programs, facilities, future projects, and recognitions involving the Department. It is the Department's policy that information will be provided in a timely, accurate and objective manner with equal access to all interested parties.

Publicity about city resources, upcoming projects, programs, and special events is disseminated to the public through many different media channels. Staff responsible for each event, in conjunction with the Community Engagement Coordinator, will determine the appropriate media timing, frequency and market penetration needed based on the target audience, size and scope of the program, applicable marketing research, and budget.

Public Information and Media Communication

The City of Bristol's Media Relations policy states only the Mayor or his/her designee is authorized to present the City of Bristol's official position on any issue to the media. Employees who choose to speak to the media on a matter of public concern should affirmatively state that they are not speaking on the City of Bristol's behalf, unless authorized to present the City of Bristol's position by the Mayor or his designee. Under no circumstances may employees disclose confidential information. Any employee who has a question about whether particular information may be confidential should contact the Corporation Counsel's Office.

Situational Analysis/Assessment (CAPRA 3.4.3)

The Park, Recreation Youth and Community Services Department is organized into 5 operational divisions: Administration, Parks, Grounds & Facilities, Recreation, and Aquatics, Youth and Community Services. The professional staff consists of 31 full-time employees and more than 200 part-time seasonal employees. Policy is set by a 7 member Board of Park Commissioners.

Administration is responsible for developing a fiscally responsible department budget that meets the changing and dynamic needs of the community. Administration provides stewardship to the many benefactors of the Parks and Recreation Department which include 8 trust and endowment funds, as well as, the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation.

The Parks, Grounds and Maintenance division is responsible for over 730 acres of park land which includes two major active parks with over 100 acres each, eight neighborhood parks, a lighted stadium, an indoor aquatics facility, a veteran's memorial park, and four open space, passive parks.

The Recreation division is responsible for administering hundreds of recreational programs and special events throughout the year. A variety of programs are offered; serving the varied interests of Bristol

residents from pre-school to senior citizens. This includes popular summer camps, sports clinics, arts instruction, Summer Concerts, Santa Land Village, and much more. Recreational programs increase physical, social, and emotional wellness and serve to enhance community spirit, as well as, the quality of life for every resident.

The Arts & Culture Division is responsible for administering comprehensive year-round arts and culture programs and events for the community, including the annual Rockin' Out at Rockwell Summer Concert Series. This division administers the Downtown Live program out of the Rockwell Theater inside the Memorial Boulevard Magnet Arts School, providing the community with a diverse and dynamic performing arts and visual arts program. This division collaborates with the City's Diversity Council, Interfaith Coalition, and local business partners to bolster cultural awareness and celebration throughout the community.

The Aquatics division is responsible for the oversight of the Dennis Malone Aquatics Center and two outdoor park pools at Page and Rockwell. The division offers seasonal memberships and daily passes to thousands of patrons annually. An extensive American Red Cross Learn to Swim program is offered at all 3 facilities; annually teaching thousands of Bristol youth this critical life skill. In addition, the division offers water fitness programs, training classes, recreational swim teams, special events, and more.

The Youth & Community Services Division is responsible for the coordination of a comprehensive community-based youth services bureau and the delivery of essential life services for Bristol residents in need. The Bureau strives to enhance the networking and support between family, school, peer and community environments. Direct services including juvenile diversion programming, individual and family counseling, crisis support and positive youth development opportunities. Community Services provides adults with short-time case management, critical information, and referrals to available community and state resources. Advocacy and referrals are made for housing, mental/physical health, medical insurance, state benefits, and utilization of the statewide 211 resource.

Community Profile

Bristol is situated in Central Connecticut, 20 miles southwest of Hartford with easy access to all major highways. It is a wonderfully diverse and family friendly community that offers a wide range of historical, entertainment, and dining opportunities.

Nestled in the heart of Connecticut and located just two hours from Boston and New York City, the City of Bristol is known for its innovation: from the bicycle brake and historic Lake Compounce Theme Park, to ESPN and the some of the nations' most niche museums. The City of Bristol boasts the 2nd largest municipal park system in Connecticut and is one of the top ten largest municipal park systems in New England.

Demographics (CAPRA 3.4.3)

Demographic data was obtained from City Wide Parks, Recreation, Youth and community Services Master Plan, U.S. Census Bureau, and from the Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS), and specializing in population projections and market trends. All data was acquired in September

2019 and reflects actual numbers as reported in the 2010 Census. ESRI then estimates the current population (2019) as well as a 5-year projection (2024). PROS utilized straight line linear regression to forecast demographic characteristics for 2029 and 2034.

Population:	Age:	Race:	Income:
○ 60,111 people currently live in Bristol	○ Median age: 42.3	○ 83% of the population is "White Alone"	○ Median household income: \$61,134
○ City is expected to decrease to 59,806 by 2034	○ By 2034, the 55+ age segment will encompass 32% of the population	○ 6% of the population is "Some Other Race"	○ Median household income is significantly above the state and national averages

Comparative Demographic Summary:

- The City's recent population annual growth rate (0.07%) is significantly lower than the U.S.'s (0.85%) growth rate.
- The City's household annual growth rate (0.11%) is also significantly lower than the national (0.80%) average.
- When assessing age segments, Bristol exhibits a slightly older population.
- The City's racial distribution has a significantly higher White Alone population (83%), lower Black Alone, and Asian populations when compared to national and state percentage distributions.
- The percentage of Hispanic/Latino population (14%) is moderately below the national average (18.6%).
- The City's per capita income (\$33,546) and median house income (\$61,434) are both very close to the per capita income and median household income averages (\$33,028 and \$60,548 respectively).

Collaborators

Partnerships, cooperative agreements, and joint ventures are an effective and efficient way to deliver specific programs and/or services. Partnerships also help offset the cost to develop, operate, and maintain the park system. Common partners include:

- City Departments
- Federal, State and local agencies
- Businesses
- Board of Education and Schools
- Community Members
- Local Organizations / Non-Profits

Competitors

The City of Bristol's Department of Parks, Recreation, Youth and Community Services (BPRYCS) is tax supported. As a result, BPRYCS serves the various needs of all citizens. In general, BPRYCS operates in a market with many similar providers who compete for the leisure time and, in many instances, the associated leisure time/entertainment dollars of Bristol's residents. Competitors include the Boys and Girls Club, the local school district and Board of Education, and a wide spectrum of private businesses who serve the needs of a specific demographic or interest groups within the larger community. Examples of these groups include youth sports organizations, childhood learning companies, private fitness clubs, and private schools. BPRYCS also competes with local nonprofits for specific target markets. In addition to competing with other providers of leisure and recreation, BPRYCS also competes with technology, social media, video games, and TV for the time and attention of community members.

Objectives (CAPRA 3.4.3)

- Provide accurate, timely information about programs and services to the citizens of the City of Bristol.
- Cultivate transparency surrounding department procedures, funding/budgeting, and operations.
- Encourage participation from under-served groups within the City.
- Improve community relations through partnerships with groups and organizations to enhance community services.
- Further support and advocate for the City of Bristol Parks, Recreation, Youth and Community Services Department and the department's mission.
- Motivate/encourage the public to participate in planned parks, recreation, youth, special event, and community service programs.

Market Research (CAPRA 3.4.3)

Segmentation and Targeting (CAPRA 3.4.3)

The volume and range of programs challenge us to reach specific target audience based on subsets of commonalities. In doing so, we're able to streamline marketing and outreach, maximize our funds, and customize content. Each segmentation has subsets that we cross match to help us identify the most effective strategies.

- **Segmentation by Location** - Audiences are targeted based on proximity to a facility hosting an event, program, or activity. Used to streamline public information and/or outreach based park developments in certain a neighborhood or community.
- **Segmentation by Demographics** - Audiences are targeted based on people-based segments such as age, family size, and income. Information is used to identify/refer underserved households that might qualify for assistance and local resources.
- **Generational Segmentation** - Audiences are targeted based on unique generational characteristics or trends that shape the way they make decisions. This segmentation maximizes cross platform strategies and requires relevant content marketing

- **Segmentation by Interest** - Audiences are targeted based on variables such as lifestyle, values, needs, and interests. Health seekers and sports leagues are heavily marketing by interest.

Positioning (CAPRA 3.4.3)

BPRYCS has identified the following core program areas and developed a Program Lifecycle Analysis as outlined in the BPRYCS Master Plan Program Assessment (4.1)

- Special Events
- Day Camps
- Preschool Programs
- Youth Programs
- Teen Programs
- Adult Programs
- Adventure Education
- Aquatic Programs
- Youth Development Programs

Brand Standards Guide

- **Color and Font Specification Guide** - The color palette for Bristol, Connecticut is bright, energetic, and impactful. The palette includes red to highlight the theme of “heart” in the brand and passionate spirit of Bristolites. The red combined with the blue creates a Bristolian patriotism, honoring our strong veteran’s community. The blue represents the blue collar backbone evident in the hearts of Bristolites, and the reason we have produced great results throughout time. The complementary colors provide neutral and playful tones that can enliven the logo in use materials, like ads. Bristol’s brand personality utilizes typefaces that are bold yet accessible, strong yet elegant, personable yet professional.
- **Brand Voice** - The voice of Bristol’s brand is assertive but helpful, knowing but kind, passionate but personable. Bristol’s personality exhibits a self-confidence in our self and our abilities to get any job done, and a charm that expresses humble roots behind a workman like demeanor. This hearty vocal spirit must always represent the brand personality through an uplifting and positive tone in all media and mediums.
- **The Bristol Brand Narrative** - The Bristol Brand Narrative acts as our City’s biography. It uses emotional language to establish a written character of the Bristol brand. Stakeholders throughout the community should be encouraged to use all or some of the copy when describing the Bristol community or the unique relationship an organization, event or business has to Bristol.

Media Mix and Marketing Methods (CAPRA 3.4.3)

Due to the demographic makeup of The City of Bristol, it is imperative to utilize a diversified marketing mix to provide messaging that will attract all residents. Bristol’s Department of Parks, Recreation, Youth and Community Services (BPRYCS) utilizes several marketing strategies to convey information and promote upcoming programming and events. In addition, BPRYCS utilizes numerous marketing channels to aid in delivering messaging for all events, programs activities and facilities.

Marketing and Outreach Toolkit

The Marketing and Outreach Toolkit provides BPRYCS staff with the tools and resources needed to help deliver clear, consistent, and professional messaging on behalf of the BPRYCS department. The toolkit supports staff in software use, copy writing, organizational procedure, and content and information distribution, and best practices. Toolkit materials include brand files, checklists, “how-to” guides, visual aids, timelines, templates, examples, training documents, content thought starters, and more. The toolkit lives digitally on the city’s “O-Drive” and accessible to all full time staff. As documents and materials are produced for meetings and programs they are added to the Toolkit by the Community Engagement Coordinator and distributed as needed.

See Also Internal Communications Matrix in BPRYCS Policy Manual - 3.3

See Also Public Information Policy and Procedure in BPRYCS Policy Manual - 3.4

BPRYCS External Communications Matrix

Communication	From	Frequency	Delivery Media
General Updates & Highlights	- Superintendent - Deputy Superintendent - Community Engagement Coordinator - Division Supervisors	Daily/ Weekly / Monthly/ As Needed	- Parks Board Reports - Newsletters (E-Mail) - Parks Project Portal - Social Media (Facebook/Instagram) - BristolRec Website - All Heart City Website - Local/Community Calendars - In Person Updates (Verbal) - MyRec Account Disclaimer - Annual Report - Press Release - Commission Agendas and Minutes - Board of Parks Commission - Youth Commission - Arts and Culture Commission - Connecticut Recreation and Parks Association (CRPA) & National Recreation and Parks Association (NRPA) - Flyers - Media Coverage - Advertisement (Radio/Billboard) - City Town Hall Meetings
Important Documents & Forms	- Superintendent - Deputy Superintendent - Community Engagement Coordinator - Assistant to the Superintendent - Division Supervisors - Program Instructor	As needed	- BristolRec Website - Parks Project Portal - All Heart City Website - MyRec Account - Email - Physical Mail/Distribution
Urgent Issues / Emergency Communication	- Superintendent - Deputy Superintendent - Division Supervisor/ Coordinators - Recreation Program Assistant - Program Instructors	As needed	- BristolRec Website Alert Banners - Email Blast - Text Blast - Individual Phone Calls - In Person Updates (Verbal) - BristolRec Website Program Page Updates - Annual Report
Policy Changes	- Superintendent - Deputy Superintendent - Assistant to the Superintendent	Monthly / As needed	- Commissioner Agendas and Minutes - BristolRec Website - All Heart City Website - Email

	- Board of Parks Commissioners - Policy Development Committee - Community Engagement Coordinator		- MyRec Account Disclaimer
Special Presentations	- Superintendent - Deputy Superintendent - Assistant to the Superintendent - Board of Parks Commissioners - Policy Development Committee - Community Engagement Coordinator	Annually & as needed	- BristolRec Website - Parks Project Portal - Annual Report - Commission Agendas and Minutes - Board of Parks Commission - Youth Commission - Arts and Culture Commission
Program Specific Information & Updates	- Deputy Superintendent - Division Supervisor/ Coordinators - Recreation Program Assistant - Program Instructors	As Needed / Seasonally	- Bristol Rec Website - Email - Text Blast
Park and Event Announcements	- Superintendent - Deputy Superintendent - Community Engagement Coordinator - Division Supervisors - Arts & Culture Commission - Board of Parks Commission	As Needed	- Press Release - Newsletter - Bristol Rec Website - Electronic Sign Boards - Email - Flyers - Media Coverage - Advertisement (Radio/Billboard) - City Town Hall Meetings

Policy: Marketing Responsibility

Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department offers a comprehensive annual calendar of programs, events, and services that improve the quality of life for Bristol residents. Marketing and communication of department activities is essential in order to properly reach customers and achieve desired goals and outcomes. Although professional communications and marketing of department services is expected of employees at every level of the organization, the Community Engagement Coordinator (CEC) is designated as the organizations chief marketing and engagement officer. In order to ensure clarity of roles with the CEC and programming staff, a Marketing Responsibility policy was developed.

Marketing Roles & Responsibilities

Community Engagement Coordinator Responsibilities	Program Staff Responsibilities
Develop strategy, tools, and training for staff in order to enhance marketing which will increase public engagement in department services: • Design and release weekly department newsletters to all users. • Provide training to staff on marketing techniques, and various software's/platforms. • Lead regular marketing meetings to help educate staff on best practices as well as new tools for marketing. • Create brochure timeline and design/develop department brochure. • Create specific marketing materials for the department as assigned by the Superintendent/Deputy. • Provide advice and consultation on marketing strategy for divisions, events, programs and facilities. • Develop, monitor and evaluate department marketing and fundraising goals in conjunction with the Superintendent/Deputy. • Develop presentations for department boards and commissions to report on metrics. • Maintain and provide recommendations for improvements to the <i>Marketing and Communications Plan</i>.	Utilize the Marketing Tool Kit to: • Write program/event specific press releases and send to CEC for distribution. • Send emails via constant contact/MyREC for targeted emails • Create social media events for program • Create and <i>schedule</i> posts via Social Media. • Create event flyers (to brand standard). Division supervisors to approve before distribution. • Add programs to MyREC including event flyers and other materials. • Engage in targeted recruitment for participants depending on nature of program (i.e. direct calls, emails, tabling). • Provide CEC with accurate and complete program descriptions within the prescribed timelines for the seasonal brochure. Supervisor must approve content before it is sent to CEC. • Regularly uploading photos to "O" drive for use in seasonal brochure and other department marketing. • Coordinate w/Program Admin Assistant to produce physical copies of flyers to display at main office, YS, DMAC, and other venues.

Policy: Utilization of Technology

Adopted by Board of Park Commissioners: October 2023

The BPRYCS Department is continuously identifying new technology resources to enable the department to operate more efficiently and better serve the community. Technology resources utilized by the department include: communication and security systems, energy and records management systems, data management and sharing systems, lighting and irrigation systems, work orders and assignment applications, financial systems, class registration systems, graphic and web design tools, social media, photo tools and storage devices/applications, document creation tools, and payroll systems. The purpose of this policy is to catalogue all technology being utilized in the administration of department services and outline a process for retiring technology and pursuing new ones.

It shall be the responsibility of the BPRYCS staff and organizational members to demonstrate user responsibility, ethical and professional use of the technological tools and services provided as they are property of The City of Bristol and their purpose is to facilitate and support organizational functions and community accessibility. This policy shall also be in accordance with the Information Technology Procurement as described in Sec. 2.Q. of *The City of Bristol's Purchasing Manual*, and includes receiving authorization of use by IT (hardware, credit card & networking impacting software), Comptrollers (financial software), and/or Corporation Counsel (contractual agreements) prior to acquisition.

Utilization of Technology

Technology	Communications & Security Systems	Energy & Records Management	Data Management & Sharing Systems	Lighting & Irrigation Systems	Work Orders & Assignment Applications	Financial Systems	Class Registration Systems	Graphic & Web Design Tools/Services	Social Media	Photo Tools & Storage	Document Creation Tools	Payroll Systems
Accucom												
Alarm New England	☒											
(a)squaredstudio								☒				
Authorized.net					☒							
BeFunky									☒			
BlueInk										☒		
Camera									☒			
Canva								☒				
CivicPlus	☒									☒		
Dilinger		☒										
Control Link			☒									
Constant Contact	☒		☒									
DropBox										☒		
DUO	☒											
Facebook								☒				
Google Docs			☒									
Google Drive			☒						☒			
Go! Motion	☒											
Instagram								☒				
Interact Landmark				☒								
Kronos												☒
Landline	☒											
Microsoft Office										☒		
MUNIS	☒		☒		☒						☒	
MyRec	☒	☒	☒		☒	☒						
Nitro Pro										☒		
O Drive		☒	☒									
Outlook	☒											
Radio/Intercom	☒											
Samsara	☒											
Smartphone	☒											
Survey Monkey			☒					☒	☒			
Synergy Fire Systems	☒											
Team Snap	☒											
TicketTailor					☒	☒						

Key of Applications:

- **Accucom:** Workorder system.
- **Alarm New England:** Security systems.
- **(A)squared Studio:** Web design, development, and graphic services.
- **Authorized.net:** Credit card payment processor.
- **Befunky:** Graphic design and photo editor.
- **Blueink:** Electronic notarization, e-signature, and document creator.
- **Camera:** Digital imaging device.
- **Canva:** Graphic design tool.
- **CivicPlus:** Government digital interaction platform for community engagement.
- **Control Link:** Remote facility management system.
- **Constant Contact:** Digital marketing platform.
- **Dillinger:** Records and information management system.
- **Landline:** Telephone communication system.
- **Microsoft Office:** Desktop productivity applications for document creation and maintenance.
- **Munis:** ERP system for the management of government financials, procurement, human resources, payroll and revenues.
- **MyRec:** Recreation and registration management platform.
- **Nitro Pro:** Document creation, editing, and e-signature tool.
- **O-Drive:** Cloud-based file management and storage service.
- **Outlook:** E-mail communication and personal information manager system.
- **Radio/Intercom:** Two-way frequency communication system.

• Dropbox: Digital file hosting service. • Duo: Cybersecurity, multi-factor remote authentication product. • Facebook: Social networking platform. • Google Docs: Digital work processor and editor. • Google Drive: Digital file storage and synchronization service. • Go! Motion: Motion-detecting data collection interface. • Instagram: Photo and video sharing social networking platform. • Interact Landmark: Lighting and irrigation system. • Kronos: Payroll management system.	• Samsara: GPS fleet tracking platform. • Smartphone: Mobile communication, social networking and photo storage tool. • Stripe: Multinational financial payment processing software. • Survey Monkey: Online survey development and analytics software. • Synergy Fire System: Fire sprinkler and fire alarm systems. • Team Snap: Team management software. • Ticket Tailor: Event ticketing platform. • TotilPay: Point-of-sale system for EBT, SNAP, and WIC payments. • Zoom: Video communication software. • Zubtitle: Online video subtitling and editing tool.
--	--

Technology Improvements

Current and new technology resources will be reviewed annually by BPRYCS staff and the Policy & Strategy Committee. As needs change staff may opt to retire outdated technologies and report changes on an annual basis through the policy manual approval. New technology may be pursued, thoroughly vetted and referred to the Finance Committee for approval as part of the annual budget process.

Chapter 4: Human Resources



Policy: Personnel Policies and Procedures
Adopted by City Council: October 2022

All BPRYCS Department personnel adhere to the policies and procedures established by the Human Resources Department and codified in the *City of Bristol Personnel Policies and Procedures Manual*. The manual includes:

- Equal Employment Opportunities
- Affirmative Action Policy Statement
- Alcohol and Controlled Substances Policy
- Business Travel and Reimbursement
- Dress Standards
- Emergency Closings-Weather Conditions
- Employee Conduct
- Employment of Relatives
- Ethics and Conflict of Interest
- Hiring Procedure
- Information Systems Policy
- Media Relations
- No Smoking Policy
- Orientation
- Payroll Deduction
- Personal Property and Workplace Privacy
- Personnel Records
- Political Activities
- Punctuality and Attendance
- Safety and Health
- Telephone Policy
- Use of City Vehicles
- Work Rules
- Workplace Harassment, including Sexual Harassment
- Workplace Violence Policy
- Family and Medical Leave/Maternity Leave/Military Leave
- Employee Assistance Program
- Retirement Plans
- Workers' Compensation

Staff are also responsible for additional policies and procedures specific to work they may perform in department programs or facilities, codified in *Aquatics Division Manual* and *Summer Camp manual*.

(Source: *City of Bristol Personnel Policies and Procedures Manual* available at www.ci.bristol.ct.us.com).
(Source: *Aquatics Division Manual* and *Summer Camp Manual* available at www.ci.bristol.ct.us.com).

Policy: Recruitment and Promotion Process

Adopted by City Council: October 2023

BPRYCS employs over 300 full-time, part-time and seasonal workers throughout the year to execute the department's mission.

Recruitment Goals and Strategy

BPRYCS strives to attract highly-qualified applications for every position and desires to select employees who bring a combination of talent and passion to the department. BPRYCS Department's recruitment objectives include:

- To attract highly-qualified applicants with desired education and certifications,
- To attract applicants who possess a combination of talent and passion, and
- To encourage workplace diversity by following all applicable laws related to equal opportunity employment.

Employment opportunities are posted at the City of Bristol website [EMPLOYMENT | Bristol, CT - Official Website \(bristolct.gov\)](https://www.bristolct.gov/employment). Per union contracts all Local 1338 and Local 233 positions are first posted internally via an internal posting job board located at the BPRYCS Main Office and satellite offices including the Dennis Malone Aquatics Center and Rockwell Maintenance Building. All Bristol Professional Supervisors Association (BPSA) jobs are posted both internally and externally at the same time. In addition to local postings, notifications for department openings are posted at relevant state associations including the Connecticut Recreation and Parks Association and the Connecticut Youth Services Association websites.

Promotion Process

When possible, the BPRYCS prioritizes the promotion of internal staff members that qualify. For 233 and 1338 union positions, the employee with the most seniority, that meets the qualifications, has the first opportunity to qualify for the job. Promotions, testing and probationary qualification periods are established in *Article IV Promotions* of the collective bargaining agreements between the City of Bristol and Local 233 and 1338. For BPSA positions promotions are outlined in *Article VI Appointments and Classifications* which states fair consideration is given to any applicant within the bargaining unit. The City reserves the right to select the best qualified applicant, but in the event qualifications are equal the applicant from within the bargaining unit is given preference.

(Source: City of Bristol Collective Bargaining Agreements at [Labor Contracts | Bristol, CT - Official Website \(bristolct.gov\)](https://www.bristolct.gov/labor-contracts)).

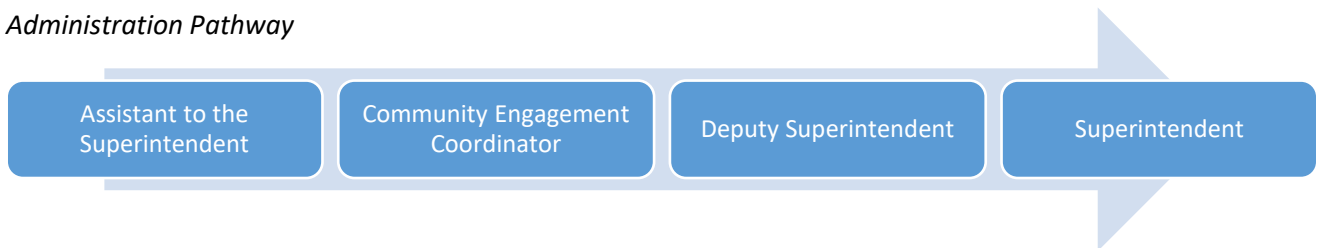
Policy: Leadership Succession Procedure
Adopted by City Council: October 2022

The BPRYCS Department has adopted the following leadership succession procedures to plan for an unexpected incapacitation of the Superintendent or for a planned retirement/resignation of department supervisors. Succession planning is a process of identifying and developing new leaders to succeed current leaders. It is a proactive and systematic investment in building a pipeline of leaders within an organization and identifying strong candidates, so that when transitions are necessary, leaders at all levels are ready to act. The Leadership Succession Procedure does not guarantee advancement to any one individual as qualifications, accomplishments, certifications, interview processes, and other factors will ultimately play a role in final appointments. The plan does create clear trajectories and opportunities for internal advancement within the organization to ensure continuity of the BPRYCS mission of delivering high-quality services and facilities to Bristol residents.

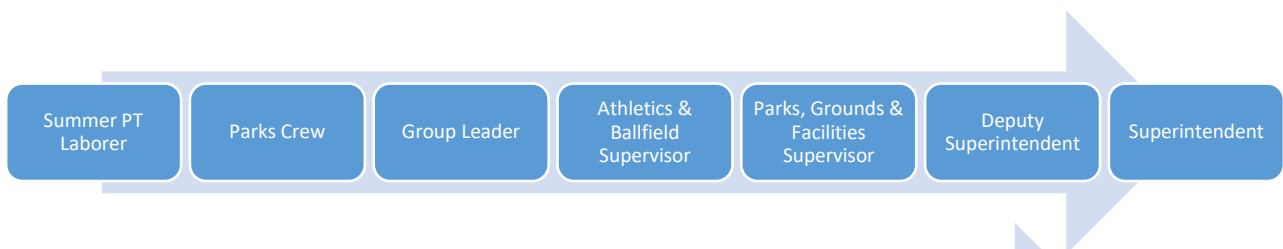
Leadership Trajectory

The BPRYCS Department has developed a leadership trajectory plan to allow employees at every level of the organization opportunity to move up in their careers.

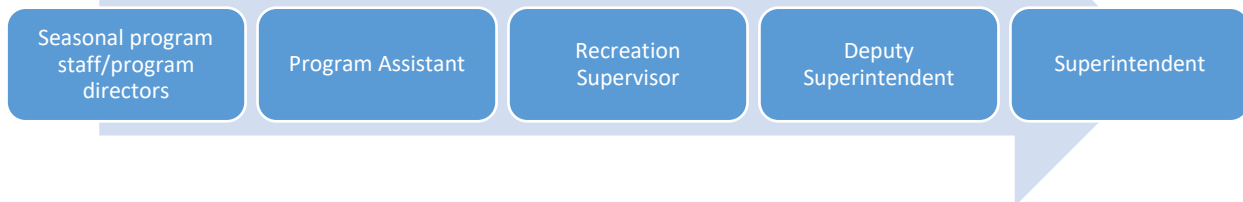
Administration Pathway



Parks, Grounds & Facilities Pathway



Recreation Pathway



Aquatics Pathway



Youth & Community Services Pathway



Temporary Succession Procedure

In the event of a temporary incapacitation or extended leave of absence for a leadership position in the department, a temporary succession protocol will be implemented to ensure continuity and no disruption in service. When a division supervisor is incapacitated the Deputy Superintendent or Coordinator/Assistant of the division may be asked to serve in the Acting Supervisor capacity. In the event of a specific term of absence or vacancy of the Superintendent, the Board of Park Commissioners shall nominate a duly qualified individual to serve as acting or interim Superintendent to be approved by the City Council (per section 43.h of the City Charter). Per the Leadership Succession Procedure policy, it is strongly recommended that the acting or interim Superintendent shall be the Deputy Superintendent unless there is a significantly compelling justification against the appointment.

Policy: Staff Acceptance of Gifts and Donations

Adopted by Board of Park Commissioners: May 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.

Policy: Job Analysis

Adopted by City Council: October 2022

Personnel are critical to the success of the BPRYCS Department meeting the mission of delivering 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. In order to ensure the BPRYCS Department is operating as efficiently as possible, job analysis is conducted on a formal basis.

Annual Budget Process

During the Annual Budget Process division supervisors in conjunction with the Superintendent and Deputy Superintendent review the anticipated personnel needs for the next fiscal year. This includes review of current full-time and part-time positions as well as recommendations for new positions that may improve operations, increase efficiencies, meet a department/city goal, or advance the work of the master and strategic plans. Any new positions must be formally proposed and accompanied by thorough justification and analysis. This may include: cost analysis, impact assessment, efficiency projections, and other supporting data that illuminates the significant need. If endorsed by the Superintendent the proposal will require approvals from the City's Salary Committee before being included in the operating budget for commissioner review.

Vacancy Review

Any time a position is vacated within the department, the Superintendent in conjunction with the Division Supervisor will review the continued need for the position and discuss if job description modifications are required or if a different position would better serve the operation. After analysis is completed the Superintendent will move forward through the proper approval channels to have the position posted.

Job Revision Task Force

Every 3-5 years an internal Job Revision Task Force comprising of representation from all divisions and unions within the department will be convened. Task force members will be charged with conducting a wholesale review of job description language, consistently with descriptions and codes. The task force will make formal recommendations to the Superintendent who will then work with the unions and Human Resources Department to implement changes.

Policy: Code of Ethics

Adopted by City Council: October 1977

BPRYCS Department employees and commissioners are expected to conduct business according to the highest ethical standards, including avoiding conflicts of interest arising from outside employment, family interests, or personal investments. A potential or actual conflict of interest occurs if an employee is in a position to influence a decision that may result in a personal or financial gain for the employee or an immediate family member, as a result of the City of Bristol's business dealings. An immediate family member means any spouse, children or dependent relative who resides in the individual's household. Although it is not possible to specify every action that might create a potential or actual conflict of interest, the *City of Bristol's Code of Ethics and Section 55 of the City Charter* identify some of the situations that most often create a conflict.

Effective January 2023, and every subsequent January, commissioners will be required to sign an Ethics/Conflict of Interest Form provided by the City of Bristol Town and City Clerk.

If an employee or board member has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately seek advice on the issue from the Superintendent or the City Ethics Board.

(Source: City of Bristol Personnel Policies and Procedures Manual available at www.ci.bristol.ct.us.com).

(Source: City of Bristol Code of Ethics and Ethics Board Ordinance available at www.ci.bristol.ct.us.com).

Chapter 5: Financial Management



Policy: Annual Budget Process**Adopted by Board of Park Commissioners:** May 2022

The Annual Budget Process is a year-round endeavor that establishes a methodical and organized approach for BPRYCS staff and commissioners to outline and advocate for department needs and associated funding from City Officials. Aligned with BPRYCS core values; commitment to Fiscal Stewardship, department staff strive to create a transparent, inclusive and responsible budget, that amplifies the voices of staff and stakeholders while achieving department objectives outlined in the master and strategic plans. The following Annual Budget Process is presented to the Finance Committee of the Board of Park Commissioners every May for review and adoption:

Activity	Important Date(s)
Leadership Team Strategic Retreat & Budget Kick-Off	August/September
Individual Division meetings to review 4-year spending trends and other budget analysis with the Assistant to the Superintendent & Deputy Superintendent	September
Equipment Needs & Project Workshop with Parks Crew	October
Community Stakeholder Engagement Meeting w/ Finance Committee	October
Final Division Budget Documents submitted to the Superintendent	November
Division Supervisors Budget Meetings with the Superintendent	November/December
Superintendent and Arts & Culture Supervisor present Arts & Culture Special Revenue budget to the Arts & Culture Commission	December
Superintendent and Youth & Community Services Supervisor present Youth & Community Services Division budget to the Youth Commission	December
Superintendent presents Parks & Recreation budget to Finance Committee of Board of Park Commissioners (second meeting scheduled if needed)	December
Superintendent presents Parks & Recreation budget to full Board of Park Commissioners for approval	December
Superintendent and Deputy Superintendent present budget to the City Comptroller & Finance Team	January/March
Budget Hearing Presentation to the Board of Finance	February/March/April
FY 23-24 Budget is adopted by the Board of Finance and the City Council	May
Fiscal Year begins and FY 23-24 Budget & CIP Funding becomes available	July

Policy: Authority and Responsibility for Fiscal Management

Adopted by Board of Park Commissioners: October 2022

As Department Head, the BPRYCS Superintendent exercises supervision and overall management of all department budgets in cooperation with division supervisors and administrative staff. As a best practice for fiscal control and monitoring of accounts, the following chain of authority and responsibility has been adopted (not meant to be an all-inclusive list of responsibilities):

Employee	Responsibility
Board of Park Commissioners	The Board of Park Commissioners serve as a fiduciary to the BPRYCS park budgets. The board monitors spending at a high level through a monthly report provided by the Superintendent.
Superintendent	The Superintendent has the ultimate authority of all budgets within the department and provides financial reports to the Mayor, the Board of Park Commissioners, City Comptroller's Office and the Board of Finance.
Deputy Superintendent	The Deputy Superintendent assists with the monitoring of all department budgets, makes recommendations to the Superintendent, and provides budget guidance to division supervisors.
Assistant to the Superintendent	Serving as an ex officio chief financial officer, the Assistant to the Superintendent monitors all accounts, enters requisitions/processes purchase orders, coordinates with supervisors on purchase orders and approved vendors, prepares appropriate and transfer requests to the Board of Finance at the direction of the Superintendent, and prepares financials through Munis software to the Superintendent and Department Boards and Commissions.
Supervisors	Division Supervisors are responsible for monitoring all expenditures and revenues within their division budgets and associated accounts, responsible for ensuring subordinate division staff are purchasing responsibility, ensuring programs and facilities are staffed in accordance with allocated budgets, and preparing narrative reports at the request of the Superintendent.
Coordinators and Other staff with purchasing authority	Purchase with approvals from Division Supervisors following all city purchasing processes.

Policy: Department Accounts and Management Responsibility
Adopted by Board of Park Commissioners: October 2022

The BPRYCS Department is responsible for the administration of a variety of general fund, special revenue funds, revolving accounts, donation and grant accounts in order to administer high quality programs, facilities and services for Bristol residents.

Types of Accounts

- **General Fund:** Funds received from tax payers through the annual city budget process
- **Donation Accounts:** Funds received from donors and sponsors on a rolling basis
- **Grants:** Funds received from local, state or national sources appropriated at varying times depending on the grant cycle
- **Revolving Accounts:** Funds received from user fees meant to cover the cost of non-general funded programs. Funds are received and expended on a rolling basis.
- **Special Revenue Fund:** Funds are generated and maintained in a dedicated account tied to a special program operated as a business. SRF are formally budgeted through the annual city budget process.
- **Friends of Bristol Parks and Recreation Fund:** The Main Street Community Foundation (MSCF) is the fiduciary of the Friends of Bristol Parks and Recreation Fund (FBPRF). FBPRF was established in 2014 by the Board of Park Commissioners to support donations for the 100th anniversary of Muzzy Field event. The fund is now the primary account for departmental fundraisers. The FBPRF requires Board of Park Commissioner authorization prior to funds being disbursed from the MSCF. Funds can be used to benefit any parks and recreation project or initiative.

Account Overview

Department Budgets/Accounts	Org Codes	Type of Account	Direct Managing Supervisor
Administration	*0017021	General Fund	Superintendent
Parks, Grounds & Facilities	*0017022	General Fund	Parks, Grounds & Facilities Supervisor
Recreation	*0017023	General Fund	Recreation Supervisor
Aquatics	*0017024	General Fund	Aquatics Supervisor
Youth & Community Services	*0017025	General Fund	Youth & Community Services Supervisor
Capital Improvement Projects	*Varies	General Fund	Superintendent
Grants	*Varies	Grant Source	Superintendent or designee

Arts & Culture Fund- Arts & Culture Programming	*1757033	Special Revenue Fund	Arts & Culture Supervisor
Arts & Culture Fund- Theater	*1757034	Special Revenue Fund	Arts & Culture Supervisor
Pine Lake Adventure Park	*1321032	Special Revenue Fund	Recreation Supervisor
Community Services	*1064012	Donation Account	Youth & Community Services Supervisor
Parent & Child Program	*1061031-PARNT	Donation Account	Youth & Community Services Supervisor
Drug Free Community Grant	*1061031	Grant- Project Code FYG03	DFC Project Coordinator
Parks & Recreation Capital Outlay	*1017000	Equipment & Building Sinking Fund	Superintendent
Camps	*1067026	Revolving Account	Recreation Supervisor
Special Events	*1067027	Revolving Account	Recreation Supervisor
Adult Programs	*1067028	Revolving Account	Recreation Supervisor
Aquatics	*1067029	Revolving Account	Aquatics Supervisor
Youth Programs	*1067030	Revolving Account	Recreation Supervisor
Credit Cards	*1067031	Revolving Account	Superintendent
Arts & Culture	*1067033	Revolving Account	Arts & Culture Supervisor
Friends of Bristol Parks & Recreation Fund	N/A	MSCF Fund	Superintendent via Board of Park Commissioners

Policy: Grants Procedures**Adopted by Board of Park Commissioners: October 2022**

Department personnel regularly pursue a variety of local, state, and federal grants to support the work of BPRYCS. The following process was established in alignment with the City of Bristol general policies for grants administration:

Grant Approval Structure

Steps	Phase	Actions
1	Initiation	A grant opportunity is identified that meets a fiscal or programmatic need and helps advance a department goal or objective aligned with the master and strategic plan. The Superintendent or designee reviews and determines BPRYCS meets the grant eligibility and can meet established timelines, matching requirements, staff capacity, and other key aspects of the grant.
2	Pre-Approvals	The Superintendent approves the grant proposal and places it on the Board of Park Commissioner and City Council agendas for approvals to apply.
3	Development	Once the pre-approvals have been secured, the Superintendent assigns the grant to the applicable staff person to draft the application. The City Grants Administrator may be consulted or asked to contribute to the grant development where applicable.
4	Review & Submission	The grant application is sent to the Superintendent for final review and approval before the application is submitted to the sponsoring agency.
5	Publication & Management	Upon receipt of a favorable grant award appropriate announcements will be distributed to all media channels. Assigned staff member will engage in grant administration, management and applicable reporting.

Due to the nature of grants, announcements and application deadlines can often be narrow with minimal notice. In these cases, the Superintendent reserves the rights to pursue the opportunity without board endorsement to ensure the funding opportunity is not lost. In the event that the board or City Council deny the grant, the application can be withdrawn.

Policy: Purchasing Procedures

Adopted by Board of Park Commissioners: October 2022

The City of Bristol Purchasing Department coordinates all procurement and contracting activities for the city in order to obtain cost-effective pricing, ensure consistent quality in products and services, comply with city, state and federal guidelines, and provide overall purchasing transparency for the city. BPRYCS staff adhere to the policies and procedures established in the City's *Purchasing Manual*. The manual is reviewed and modified on a regular basis by the Board of Finance. The *Purchasing Manual* includes policies on:

- General Provisions (Governing authority, role of purchasing, federal procurement standards)
- Policies (Bidding Guidelines, Request for Proposals, Emergency Waiver of Bids, Procurement Cards)
- Procedures (Bidding specifications, evaluation of bids, bonding and insurance requirements)
- Professional Services (Conditions for use, development of scope/specifications, review/evaluation, award considerations)
- Contracts Administration (Authority, guidelines, standard contract clauses)
- Specific Transaction Types (Exempt transactions, blanket orders)

While Department staff are expected to adhere to all aspects of the *Purchasing Manual*, the following are widely understood regular practices:

Purchase Orders - All purchases, not paid for via a procurement card, *must* have an open P.O. *prior* to ordering. Open P.O.s can be found on MUNIS under *P.O. Inquiry*. Select department staff have been issued procurement cards in order to provide a purchasing option for situations or purchases that require immediate purchase. Blanket P.O.'s are opened in order to accommodate vendors the department regularly purchases from in order to expedient purchases.

Tax Exemption - The City of Bristol is a tax exempt organization, and as such, Comptrollers does not process any invoices that includes tax. All staff are required to actively remind cashiers that the purchases are tax exempt and check their receipts before they leave the store. Should staff require a tax exempt certificate for a particular business, the Purchasing Department must be contacted with the name of the company and their address.

Quotes and Bidding - Effective July 2019 the Board of Finance has modified the quote threshold requirements as follows. *Purchasing Manual, 5-6.*

- \$.01 - \$4,999 – no quotes
- \$5,000 - \$9,999 – 3 verbal quotes
- \$10,000 - \$24,999 – 3 written quotes
- \$25,000+ - sealed bids

(Source: *Purchasing Manual* available at www.ci.bristol.ct.us).

Policy: Financial Aid**Adopted by Board of Park Commissioners: October 2022**

Aligned with the BPRYCS Department core value; commitment to diversity, equity and inclusion, staff strive to ensure every resident has access to high-quality parks and services regardless of socio-economic status. To ensure BPRYCS meets its vision of impacting the lives of all Bristol residents, the department administers a comprehensive financial aid program. The program is administered by the Youth and Community Services Supervisor who reviews applications, qualifies families through federal approved guidelines, disburses scholarship and communicates with families and serve providers.

The main financial aid program of the BPRYCS is the Scholarship Fund through Youth and Community Services Project Aware Program approved annually by the Youth Commission. The Scholarship Fund has been established to aid children living in high risk situations and in need of social, emotional and recreational programming in order to thrive. Funds are available to children who struggle to cope with neurological, mental health or cognitive challenges, physical disabilities, severe family distress, trauma and /or complicated grief and loss issues. Scholarships shall go towards a program of the child's choice that will enhance their positive social and emotional development and physical well-being. Types of programs may range from music lessons, to swim classes, basketball clinics, self-defense training, performing arts programs, Boys and Girls club membership or to a summer camp. Scholarship funds may also cover costs of supplies needed to participate in a program, such as, a scout uniform, art supplies, or special equipment for a sporting activity.

Eligibility Factors:

1. Financial hardship based on the families current income
2. A commitment from the family to work toward resolving difficulties and nurturing the healthy development of the child.
3. The program or services for which funds are being requested will assist the child in developing his or her skills as part of an overall service plan.

Children are referred to the scholarship program by professional staff working with the child, such as a social worker, parent aide, school psychologist, visiting nurse or therapist or parent. Awards may range from \$10.00 to \$150.00 per child per year. Awards will be paid directly to the vendor. The referring agent must receive permission from the parent for Bristol Parks, Recreation, Youth and Community Services to contact the vendor to make arrangements and obtain an invoice with documentation of attendance.

Policy: Refunds

Adopted by Board of Park Commissioners: October 2022 Revised: July 2024

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 received 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 received 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.

Policy: Accounts Payable and Receivables

Adopted by Board of Park Commissioners: October 2022

The following processes for accounts payable and receivable are administered by the Assistant to the Superintendent as ex officio chief financial officer for the department.

Accounts Payable: Division Supervisors are expected to initial any receipt that corresponds with a P.O. prior to turning them into the Assistant to the Superintendent for processing. Supervisor initials indicates that the invoices have been reviewed for accuracy (including that it is tax exempt). Initialed receipts are due by Thursday of every week. Supervisors are asked to initial any invoice received that corresponds with their division. This ensures accuracy, fiscal responsibility, and to prevent duplication of payment. Upon receiving an invoice the Assistant to the Superintendent shall stamp the date received on the back of the invoice and will receive upon the invoice in MUNIS according to the P.O. number designated by the Division Supervisor. Out of respect for the financial situations of our vendors, invoices shall be received upon by BPRYCS as soon as possible and sent up to Comptrollers for processing. The received upon invoice shall be scanned and saved in the 'O-drive' under *Parks -> Accounts Payable -> Vendor Files -> FY -> First Letter of Vendor Name -> Vendor Name*. The scanned document shall be labeled as *Invoice Date – Vendor Name – Invoice Number – Amount*. For invoices pertaining to large contracts, the Superintendent must sign the invoice and it shall be placed on top of the invoices sent to Comptrollers.

Accounts Receivable: All monies collected by the BPRYCS Department must be reconciled through MyRec either through an account invoice or a point of sale. In order to promote secure and accountable cash management, deposits shall be made to the Treasurer's Office daily from June through August, and at least twice a week from September through May. Deposit slips shall be produced by reconciling the *Income Summary Report* and *Disbursement Detail Report* for the corresponding dates in MyRec. Credit Card settlement reports from Authorize.net shall be reconciled with the credit card revenue generated from the *Income Summary Report*. Deposits returned from the Treasurer's Office along with the supporting documentation shall be scanned and saved under *Parks -> Accounts Receivable -> FY -> Month* by the date range of the deposit.

Policy: Restricted Gift Donations

Adopted by Board of Park Commissioners: February 2022

The purpose of this policy is to establish guidelines and standards for the donation, installation and care of park donations either as a result of cash or physical property donation. These donations may include, but are not limited to benches, picnic tables, public art, monuments, drinking fountains, scoreboards, tree planting and other types of park accessories. This policy applies to both existing and new donations.

Individuals or businesses looking to donate to the BPRYCS Department will submit a *Donation and Gift Agreement* form which will include the nature of the donation, anticipated location, cost, expected life cycle, specifications, recognition, wordage, and maintenance expectations. The submission will be reviewed and approved/denied by the Board of Park Commissioners at the next scheduled meeting.

1. Physical donations must meet system wide design standards established by the Board of Park Commissioners.
2. The City reserves the right to remove and/or relocate donations at their sole discretion for reasons including but not limited to: interference with site/public safety, maintenance or construction activities, unsightliness due to vandalism or maintenance/repair limitations. The department will make every effort to contact the donor, heirs or alternate contact of any action related to the relocation or disposition of the donation. In certain situations, such as safety or emergency, the notification may be made after the action is taken.
3. If the donation, gift, and/or memorial meet the intended life cycle or becomes damaged or destroyed, the Department will make a reasonable effort to contact the Donor, heir, or alternate contact specified on the Donation and Gift Agreement. In advance of the expiration of a memorial or notification of damage or destruction, Donors will be contacted first to allow for renewal or replacement at their own expense. If a Donor, heir, or alternate is unable to be reached after six (6) months of initial attempted contact, the location, gift, memorial, or donation may be opened to allow for an additional or new Donor. In the event a memorial is to be discontinued, the plaque will be offered to the Donor or heirs at no charge.

Unrestricted monetary donations will continue to be accepted by the Department and appropriated to the appropriate donation account through the Board of Finance.

(Source: *Donation and Gift Agreement Form* available at www.bristolrec.com).

Chapter 6: Programs and Services Management



Policy: Inclusion Process

Adopted by Board of Park Commissioners: October 2021

The mission of the BPRYCS Department is 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. In order to achieve that mission, BPRYCS has embedded social equity and inclusion as a core value guiding the department's work.

Social Equity, Inclusion and ADA Statement

The BPRYCS Department believes that equitable access to high-quality services and facilities is a right, not just a privilege. Our team is committed to providing financial scholarships to families in need, inclusion services and reasonable accommodations to foster environments that are safe, fun and respectful to all. The City of Bristol will comply with the requirements of the Americans with Disabilities Act.

Inclusion Process

When someone inquires (in person, over the phone or via email) about participating in a program for an individual with a disability, staff members should do the following:

1. Inform them of our department's commitment to social equity, inclusion and ADA statement
2. Encourage them to register for the activity of interest
3. Ask how we can help you? This will ensure the modification or accommodation being requested is clear.
4. Indicate that the Program Supervisor will follow-up to review the details and establish a plan as soon as possible.
5. Inform the Program Supervisor of the communication right away to ensure a timely response to the participant as well as allowing for adequate time for a request to be granted.
6. In the event that the accommodation requires special funding or there are questions pertaining to reasonableness of the request, the Program Supervisor will consult the Superintendent or Deputy Superintendent.

Aligned with our commitment to social equity, inclusion and in compliance with the Americans with Disabilities Act every effort shall be made to accommodate an individual with a disability into a department program. Rare situations may arise in which we are unable to accommodate a request. This may include situations where:

- The modification or accommodation request is deemed unreasonable (see Appendix A for reasonable modifications as defined by ADA).
- It is determined that the individual (or other individuals) will be unsafe in the program even with the supports/accommodations/modifications provided by the department.

Only the Superintendent or Deputy Superintendent may deny a request for accommodation.

Policy: Behavior Redirection and Restorative Justice Philosophy
Adopted by Board of Park Commissioners: October 2021

The BPRYCS Department is committed to ensuring public facilities and programs are safe, inclusive environments for patrons and participants. In order to keep participants, staff, and facilities safe, policies and rules specific to programs and/or facilities have been developed. Due to the public nature of the department, every effort is made to educate participants and patrons on appropriate policies and rules, as well as provide redirection and implement restorative justice when possible. Should a circumstance occur in which redirection is required, the following steps are to be taken, in this order (depending upon the seriousness), until the problem is resolved:

1st offense: The patron or participant is informed of the rule violation and asked to stop the behavior. Staff are to explain the reason for the rule and future consequences should this behavior continue.

2nd offense: The patron or participant is informed of the rule violation again and asked to sit out of the activity for fifteen (15) minutes. If appropriate, a guardian is informed of the rule violation, why the rule is in place and future consequences should this behavior continue. An incident report must be completed.

3rd offense: Depending on the seriousness of the issue, the patron or participant will be referred to the supervisor on duty, who will determine the length of time for suspension. An incident report must be completed. Incidents will be reviewed on a case-by-case situation with consideration to restorative justice and incident context.

For more information regarding program or facility specific implementation of this policy please refer to the specific division's manual or program guidelines.

Policy: Program Cancellations

Adopted by Board of Park Commissioners: October 2019

In order to streamline and create process cohesion amongst the dozens of programs being offered across departmental divisions, the following Program Cancellation Policy has been developed.

1. School Closing or Early Dismissal- If the Bristol Public Schools are closed or have an early dismissal all Parks, Recreation, Youth and Community Services programs are cancelled.
2. If it is an outdoor activity and inclement weather appears to be entering the area the instructor will attempt to notify participants 1 hour prior to the scheduled start time via e-mail, phone call or text message.
3. The Parks, Recreation, Youth and Community Services Department will make every attempt to schedule a make-up class if missed due to inclement weather. If the staff are unable to do so due to scheduling conflicts at the schools, a refund credit will not be issued.

Policy: New Program Proposals

Adopted by Board of Park Commissioners: October 2019

Aligned with the BPRYCS Department's Commitment to Innovation and mission to meet the diverse needs of all citizens; new programs are regularly encouraged and pursued. New programs are generally developed through the initiative of a department employee or from a 3rd party instructor from the public. In the event that a department employee or 3rd party instructor wants to propose a new program, the employee will complete a *Program Proposal Worksheet* and submit to the Division Supervisor for review and then on to the Deputy Superintendent for final approval. Applicable seasonal deadlines are imposed in order to meet marketing/brochure and scheduling timetables. Components of the *Program Proposal Worksheet* includes:

- Program Description
- Program Justification (why it's needed, what unmet need will the program satisfy, connection to master plan/needs assessment)
- Program Summary (ages/grades, gender, days of the week, times/dates)
- Facility/Space Requirements
- Program Goals
- Program Budget (expenditures and revenue projection breakdown)
- Equipment Requirements
- Rate of Pay

Both staff driven and externally driven programs are evaluated on a number of factors including but limited to:

- Alignment with mission, vision, values
- Community demand/market research
- Relevance to department/city objectives
- Existing programs (both internally and from external community organizations or departments)
- Potential for cost recovery
- Availability of facility space
- Completeness and accuracy of submission

(Source: *Program Proposal Worksheet* is available at www.bristolrec.com).

Policy: Participant and Spectator Code of Conduct

Adopted by Board of Park Commissioners: October 2023

In order to meet the mission of delivering high-quality services, BPRYCS has adopted a code of conduct to establish expected behaviors from program participants, coaches, spectators, volunteers, program leads and officials. The policy emphasizes good sportsmanship, proper conduct, and the expectations for full compliance with all of the department's behavioral policies. The code of conduct is utilized for all athletic programs, clinics, and camps as well as external rental groups that utilize park property.

General Code of Conduct

All program participants, coaches, spectators, volunteers, program leads and officials are expected to:

1. Display good sportsmanship and team play at all times. All participants will conduct themselves in a professional manner consistent with recreational play and the department's mission.
2. Focus on the efforts and performance of participants, rather than winning or losing.
3. Follow all directions and respectfully comply with decisions of department and program staff, coaches, and league officials and encourage others to do likewise.
4. Respect the rights, dignity, and worth of all opponents, coaches, players, umpires and league members regardless of their gender, ability, cultural background or religion.
5. Refrain from negative behaviors such as ridiculing, demeaning, threatening or engaging in verbal or physical confrontations.
6. Abstain from abusing or damaging public and private property including acts of littering.
7. Respect everyone's time by making every attempt to be punctual and remaining in the agreed upon time frames of the program or rental.
8. Observe all rules established in the *Park and Facility Use Rules and Regulations*.

The BPRYCS Department reserves the right to administer progressive discipline for violations of the *Participant and Spectator Code of Conduct* consistent with the *Behavior Redirection and Restorative Justice Philosophy* at its sole discretion.

Policy: All-Heart Parks Advocate of the Year Award Program
Adopted by Board of Park Commissioners: February 2023

The purpose of the All-Heart Parks Advocate of the Year Award program is to recognize and honor outstanding volunteers in the community that have made significant contributions to improving the quality of the Bristol Park system. This policy establishes timeline and criteria for the program.

Annual Timeline for Program

- Call for Nominations (February)
- Board of Park Commissioners review nominations and votes to select the All-Heart Parks Advocate of the Year (March-April)
- Award recipient is honored at the Annual Dinner on the Diamond which includes a free admission for the award winner and 1 guest of their choice (May)

Criteria

Nominees for the All-Heart Parks Advocate of the Year Award must meet the following criteria to be selected:

- An advocate, volunteer, or unpaid official
- An individual shall demonstrate outstanding contributions to parks and recreation in the form of land, money, services, equipment, in-kind labor or other relevant forms of donation or assistance rendered
- An individual that has received financial compensation for services rendered (i.e. employee, vendor) shall not be eligible
- Active commissioners and current elected city officials may not be considered for the award. Past commissioners and city officials may be considered
- Preference shall be given to Bristol residents when applicant credentials are equal, but non-residents that meet the other qualifications may be considered

Chapter 7: Facility and Land Use Management



Policy: Park Hours**Adopted by Board of Park Commissioners: May 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: Field and Court Rentals

Adopted by Board of Park Commissioners: February 2019

In pursuit of the BPRYCS mission and vision to offer high-quality facilities that enhance the community's quality of life and create healthy citizens; fields and courts are available for private group, non-profit and for-profit rentals. In 2019, in an effort to "Go Green" and streamline the request process, BPRYCS eliminated paper request forms and now user groups looking to reserve fields or courts may submit a request online through www.bristolrec.com. Once the Facility Reservation Request is submitted, accompanying documentation including proper insurance, league rosters (if applicable), and other documents may be requested by the BPRYCS Department prior to a permit being issued. Department staff will be in touch with the organization representative regarding status of their request as soon as possible.

Prioritization of General Field & Court Permits and Fee Schedules

The Department strives to establish a system for the equitable and orderly distribution of the City of Bristol athletic fields and courts. Additionally, there are costs associated with the maintenance and upkeep of fields and courts so a fee schedule was adopted. Permits will be issued with respect to the following priority and fee schedules:

Priority Level	Priority Group	Fee Schedule
1	BPRYCS sponsored programs and events	No charge
2	Bristol Board of Education sponsored athletic programs and events	No charge
3	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	- No charge- Youth serving organizations \$25/per practice (2hrs), \$35/per game (4hrs)/field with lights- Adult serving organizations
4	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	\$25/per practice (2hrs) \$100/per game (4hrs)

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

The following courts and fields are available for permitting under the jurisdiction of BPRYCS:

- **Baseball Fields:** Page Park, Riley Field, Muzzy Field (different fees apply to Muzzy)
- **Softball Fields:** Mix Street, Page Park, Casey Field, Wilson Field
- **Football/Lacrosse/Soccer Fields:** Casey Field, Memorial Boulevard
- **Volleyball Courts:** Stocks Playground, Rockwell Park
- **Basketball Courts:** Page Park, Wilson Field, Brackett Park, Stocks Playground, Seymour Park, Rockwell Park
- **Tennis/Pickleball Courts:** Page Park, Seymour Park, Peck Park

The BPRYCS Department and Board of Park Commissioners reserves the right to refuse any organization the use of its facilities when it deems necessary.

Prioritization of Muzzy Field and Fee Schedules

Muzzy Field is considered a premier sports facility for the City of Bristol. Significant resources are dedicated to maintain and upkeep the facility on an annual basis. Due to contractual obligations, the level of maintenance required, facility accessibility (locked stadium), and additional staffing requirements; a unique set of priority and fee schedules has been adopted:

Priority Level	Priority Group	Fee Schedule
1	Bristol Blues (regular and post season games)	Negotiated per Contract
2	BPRYCS sponsored programs and events	No charge
3	Bristol Board of Education sponsored athletic programs and events	No charge
4	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	\$135/rental + \$50/hr for maintainer
5	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	\$235/rental + \$50/hr for maintainer

Additional charges may be assessed at the discretion of the Superintendent or designee (i.e. lights/electricity, bathrooms, maintainers, police, etc.)

Policy: Park Rentals for Special Events

Adopted by Board of Park Commissioners: February 2019

In pursuit of the BPRYCS mission to offer high-quality facilities that enhance the community's quality of life; park spaces are available for private group, non-profit and for-profit rentals. User groups looking to reserve park space may submit a request online through www.bristolrec.com. User groups may be required to submit a *City Wide Special Event Application* for larger scale events (gatherings of 50+ people) depending on the nature of the activity. Depending on the nature and scope of the event, the applicant may be required to present to the Board of Park Commissioners for approval at the discretion of the Superintendent. Long standing annual events do not require annual approval unless there are substantial changes that warrant board review. Park permits will be issued with respect to the following priority and fee schedules (*Note: City Wide Special event permits will be issued once all applicable city departments sign off on the approval*):

Priority Level	Priority Group	Fee Schedule
1	BPRYCS sponsored programs and events	No charge
2	Bristol Board of Education sponsored athletic programs and events	No charge
3	Bristol based non-profits, 501c(3) organizations and local athletic or sports-affiliated groups (comprised of at least 80% Bristol residents verified by certified registration/rosters)	No charge**
4	Non-Bristol organizations (comprised of 79% or fewer Bristol residents), non-resident groups and for-profit organizations	\$235/rental + \$50/hr for maintainer

**Park Maintainer hourly fees may be assessed if the event requires staffing support. These fees will be assessed depending on the nature of the event at the discretion of the Superintendent or designee.*

***Additional fees may be assessed from other departments at the discretion of the Department Head (i.e. police officers, health permits, etc).*

(Source: *City Wide Special Event Application* is available at www.bristolrec.com).

Policy: Pavilion Rentals**Adopted by Board of Park Commissioners: January 2020. Revised: May 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)
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).

Policy: Showmobile Rentals**Adopted by Board of Park Commissioners:** February 2019

The BPRYCS Department owns and operates a 28ft x 52ft showmobile with stage extensions, lighting and sound. The showmobile is used for the department's popular Summer Concert Series and is rented out to a variety of organizations throughout the year including the West End Association Summer Festival at Rockwell and the Exchange Club for Mum Festival. Effective 2019, showmobile requests may be made directly through www.bristolrec.com. Due to the complex nature of the showmobile a number of fees apply. This includes a \$400.00 transportation fee, a \$200.00 rental fee, a park attendant for \$50.00/hr. Additional \$125.00 fee is added for events taking place outside of Bristol (within 60 miles). When feasible, the transportation fee may be waived if the delivery is during the regular working day. The following information is requested of applicants.

Fee Schedule & Cost Breakdown for Operation of the Showmobile

Service	Rates
Transportation TO and FROM event site	\$400.00/flat
Outside of Bristol Travel Fee (within 60 miles)	\$125.00/flat
Rental Fee	\$200.00/flat
Park Attendant-Showmobile Operator (required)	\$50.00/hr

Policy: Banner Requests

Adopted by Board of Park Commissioners: February 2019 Revised: September 2022

As part of the department's commitment to partnerships, BPRYCS provides a service to hang banners on the Page Park Fence (King Street), Mix Street Fence (Mix Street or Maltby Street), and Memorial Boulevard Fence (South Street or Memorial Boulevard) to help promote community events. Banners are hung for a 2 week period in advance of the event. Banner requests can be made directly through www.bristolrec.com and are approved on a first-come, first-served basis. Additionally, banners must be no more than 10 feet wide and must be at least 3 feet high. Banners must be made of lightweight material and must be properly vented (mesh or crescent flaps). Banners not picked up within two weeks of being taken down are subject to be discarded.

The fee schedule for the Banner program is as follows:

Group Type Fee

Non-Profit \$25.00

For-Profit \$50.00

Policy: Park Lease Agreements**Adopted by Board of Park Commissioners:** February 2019

In some cases, the BPRYCS Department has engaged in long-term lease agreements with Bristol based sports organizations to alleviate maintenance responsibilities and provide the user-group a sense of ownership over the space. Lease agreements allow the City to retain ownership of the park property while subsequently transferring maintenance responsibilities and scheduling oversight to the user-group. The following lease agreements are held:

Park Area Leased	Organization/User Group	Length of Lease	Fee
Muzzy Field & Concessions	Bristol Blues Baseball Club	5-year contract (expires	Varies by year/contract
McCabe Waters/Frazier Field & Concessions	Bristol Little League & Bristol Girls Little League Softball	3 year lease (expires December 31, 2026)	\$2.00/annually
Peck Park Fields & Concessions	Bristol Little League & Bristol Girls Little League Softball	3 year lease (expires December 31, 2026)	\$2.00/annually
Casey Field Football & Concessions	Bristol Youth Football & Cheer	3 year lease (expires December 31, 2026)	\$2.00/annually

The Board of Park Commissioners shall review and approve any existing renewals or new requests for lease agreements between private organizations and the city. Depending on the nature of the agreement, approvals may require review and final approval from the Corporation Counsel Office and/or City Council.

Policy: Maintenance and Upkeep Standards for Park Lease Agreements

Adopted by Board of Park Commissioners: October 2023

The Board of Park Commissioners approves long-term lease agreements with Bristol based sports organizations. Organizations that have entered into long-term lease agreements are required to comply with the following maintenance and upkeep standards established by the Board of Park Commissioners:

Mowing: During peak season mowing should occur on a routine basis to ensure the leased spaces are aesthetically pleasing and safe for play. Grass should be cut low and be free of blight.

Grounds Cleanliness: Every effort shall be made by the organization to keep the grounds free of litter. Grounds shall be routinely inspected by representatives of the organization with regularly established clean-ups a minimum of 1 time per week during off season and after each use during peak season.

Building Upkeep: Leased buildings such as concessions and bathroom spaces must be aesthetically pleasing including no peeling and chipping paint. Bathrooms shall be well stocked during the seasons and accessible during play.

Safety: Leased Park space shall be inspected and a safety sweep conducted prior to any activity occurring on the premises. The sweep shall include a review of field conditions to ensure the park spaces are free of hazards including, but not limited to, uneven grounds, holes or divots, unsafe weather conditions and disposed drug paraphernalia such as needles. Each organization is responsible for designating a representative to be responsible for ensuring the grounds are safe for use. Organizations are expected to follow the established *Park and Facility Use Rules and Regulations*.

In the event of questions regarding specific maintenance techniques for leased park spaces, an organization representative may contact the BPRYCS Department and a park maintenance professional may be consulted.

Failure to comply with maintenance and upkeep standards may result in progressive discipline up to and including termination of the lease subject to the *Progressive Discipline for Violation of Park Rental Use Rules and Regulations Policy*.

Policy: Concession Agreements**Adopted by Board of Park Commissioners:** February 2019

In order to meet the needs of our park visitors, the BPRYCS Department engages in contracts with qualified vendors to provide concession services at select parks. A Request for Proposal (RFP) is issued and vendors are selected and approved by the Board of Park Commissioners. The City of Bristol reserves the right at any time to terminate the contracts by giving thirty (30) days' notice to the Concessionaire. The Board of Park Commissioners establishes and approves the fee schedule for concessionaires. The following concession agreements are held:

Park Area Leased	Organization/User Group	Length of Lease	Fee
Page Park Ice Cream	Darens Ice Cream	2 years (expires September 30, 2023)	\$851.00/annually
Rockwell Park Ice Cream	Doda's Ice Cream	2 years (expires September 30, 2023)	\$2,700/annually
Stocks Playground Food Services	Steve's Top Dog (Steven Lavoie)	3 years (expires June 30, 2023)	\$3,763 (year 1), \$3,857 (year 2), and \$3,953 (year 3)
Muzzy Field	Bristol Blues Baseball	Included in contract	Included in contract
Peck Park	Bristol Little League	Included in park lease agreement	Included in park lease agreement
McCabe Waters	Bristol Little League & Bristol Girls Little League Softball	Included in park lease agreement	Included in park lease agreement
Casey Field	Bristol Youth Football and Cheer	Included in park lease agreement	Included in park lease agreement

Policy: Master Fee Schedule for Park Rentals and Rate Change Process

Adopted by Board of Park Commissioners: February 2019

Park Rental fees are reviewed on annual basis by the Board of Park Commissioners Finance Committee with recommendations being adopted by the full board every fall. While fee schedule changes can be introduced or modified throughout the year, it is best practice to make adjustments to fee schedules in the fall prior to the annual budgeting process as there are revenue implications to changes. The following process is to be engaged in for fee schedule changes:

Fee Schedule Change Approval Structure

Steps	Phase	Actions
1	Initiation	A new fee schedule or fee schedule revision is deemed to be needed through internal or external factors.
2	Development	The Superintendent or designee engages in research and review of appropriate fee changes incorporating industry and national best practices, fee schedules adopted by similar or surrounding agencies, community goals and change impact, and other data relevant to the fee schedule. The Superintendent may incorporate feedback from impacted staff members, user groups, and internal committees as deemed appropriate.
3	Review & Approval	The Superintendent presents the new or modified fee schedule to the Finance Committee of the Board of Park Commissioners for their input. Committee input is incorporated and then presented to the full Board of Park Commissioners for formal adoption. Depending on financial impact the fee schedule may be reviewed and approved by the Board of Finance during the annual budgeting process.
4	Publication & Management	Newly approved fee schedules are incorporated into the Policy Manual and communicated out to department personnel and through appropriate website and press channels as appropriate. Training on the new fee schedule may be provided to staff as appropriate. New or modified fee schedules are monitored for success in achieving desired outcomes.

Fee schedules and budgets for individual programs or services are developed and approved at the staff level. Program budgets vary due to changing costs associated with staffing, supplies, materials, and other associated fees. Many programs are directly operated by the Department's Revolving Account Funds and are not formally budgeted for by the city.

The **Master Fee Schedule Grid** represents the full rental schedule for park and recreation amenities under Board of Park Commissioner jurisdiction:

Service	Insurance	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate	Year Modified
Field/Court Rentals	COI Required	Youth-FREE Adults- \$25.00/per practice/game \$35/w lights)	Youth- FREE Adults- \$25.00/per practice/game \$35/w lights)	\$25/per practice \$100/per game	\$25/per practice \$100/per game	2019
Muzzy Field Rentals	COI Required	\$135/day (+ \$50/hr staffing)	\$135/day (+ \$50/hr staffing)	\$235/day (+ \$50/hr staffing)	\$235/day (+ \$50/hr staffing)	2022
Outdoor Pavilion Rentals	N/A	\$25 (4hrs)	\$50 (4hrs)	N/A	\$100 (4hrs)	2019
Mrs. Rockwell Pavilion	COI Required (for non-private parties)	\$300 (4hr rental) + \$75/each additional hr	\$300 (4hr rental) + \$75/each additional hr	N/A	\$400 (4hr rental) + \$75/each additional hr	2023
Perry J. Spinelli Pavilion	COI Required (for non-private parties)	\$350 (4hr rental) + \$75/each additional hr	\$350 (4hr rental) + \$75/each additional hr	N/A	\$450 (4hr rental) + \$75/each additional hr	2023
Park Rental for Special Events	COI required	FREE	FREE	FREE	\$235/day (+ \$50/hr staffing)	2019
Showmobile Rental	COI Required	\$600+ (depending on services added)	\$600+ (depending on services added)	\$725+ (depending on services added)	\$600+ (depending on services added)	2019

Banner Requests	N/A	\$25	\$25	N/A	\$50	2022
-----------------	-----	------	------	-----	------	------

The **Aquatics Master Fee Schedule Grid** represents the full rental schedule for aquatics facilities under Board of Park Commissioner jurisdiction:

Service	Insurance	Resident Rate	Bristol Non-Profit Rate	Non-Resident Rate	For-Profit or Non-Bristol Organization Rate	Year Modified
Daily Rates for DMAC	N/A	(A) \$8.00 (C) \$4.00 (S/C) \$7.00	N/A	(A) \$9.00 (C) \$5.00 (S/C) \$8.00	N/A	2023
Daily Rates for Page & Rockwell Pool	N/A	(A) \$2.00 (C) \$1.00 (S/C) \$1.50	N/A	(A) \$8.00 (C) \$4.00 (S/C) \$6.00	N/A	2020
Adult Membership (18-59)	N/A	\$45.00	N/A	\$85.00	N/A	2023
Child Membership (6-17)	N/A	\$30.00	N/A	\$55.00	N/A	2023
Seniors (60+)	N/A	\$40.00	N/A	\$75.00	N/A	2023
College Students	N/A	\$40.00	N/A	\$75.00	N/A	2023
Children Under 5	N/A	FREE	N/A	FREE	N/A	2023
DMAC Rental (includes lifeguards)	COI Required (Private citizen birthday rentals do not)	\$180/per hour (\$50 facility deposit check)	\$100/per hour \$200/per hour (outside of normal operating hours)	\$240/per hour (\$50 facility deposit check)	\$200/per hour \$300/per hour (outside of normal operating hours)	

Policy: Pool Rules and Regulations

Adopted by Board of Park Commissioners: February 2019

Swimming pool rules are essential for promoting safe and healthy environments for the thousands of users that visit the Dennis Malone Aquatics Center, Rockwell Park Pool and Page Park Pool every year. Adopted by the Board of Park Commissioners in consultation with the Superintendent and Aquatics Supervisor, the following pool rules and regulations are enforced by lifeguards and Aquatics Division personnel:

Pool Rules and Regulations

Proper swimming attire must be worn in the pool. Proper attire is subject to lifeguard's discretion.

Bathing Suits only. No athletic shorts or cotton t-shirts. Rash guards are allowed only if properly fitted.

1. Non-disposable swimming diapers are required for all children who are not potty trained.
2. All patrons need to check into the facility prior to entering the pool. Pool schedule is subject to change. All patrons must be out of the building no later than 15 minutes after closing.
3. Children under 11 years of age must be accompanied in the building by a parent or adult at least 18 years of age. Children under the age of 8 must be accompanied in the water by an adult at all times. No exceptions.
4. Per public health code, all persons must shower before entering the pool. Any person known or suspected of having a communicable disease shall not use the pool. Spitting, urinating, or blowing the nose in the pool is prohibited.
5. The pool is not to be used unless there is a lifeguard on duty.
6. Please be aware that management reserves the right to close a pool at any time for weather-related concerns, thunder or lightning, fecal incidents, vomit in the pool or any chemistry-related issues, etc.
7. Breath-holding games or similar activities are prohibited.
8. Use of flotation equipment is limited to supervised classes and adults. Children will not be allowed to use flotation belts, face masks, snorkels, fins, water wings, inflatables, beach balls, kickboards, noodles, goggles with nose pieces, life jackets, and other equipment during open swim sessions. Pull buoys, kick boards, and class equipment may be used for lap swimming with permission of the lifeguard on duty.
9. Any activity that may endanger patron safety or the facility including running, "horseplay", hanging on the lane lines, ladders or stairs, or improper use of equipment, is not allowed. Threatening, harassing, or bullying behavior will not be tolerated on premise and are grounds for immediate dismissal from the facility.
10. Food and/or glass containers are not allowed in the pool or locker room areas. Plastic beverage bottles may be used on the pool deck. Patrons must clean up all trash they bring into the facility.
11. Diving is prohibited in water less than 4 feet deep. Only shallow water dives are permitted into water less than 8 feet deep. While using the diving board: only front dives are allowed. No back dives, inwards, flips, or trick jumps/dives are permitted.
12. Use of starting blocks is only allowed with lifeguard's permission.
13. Tobacco, narcotics, vapor, and alcohol products of any kind are not allowed in the facility or on facility grounds.
14. Bandages, bobby pins, or chewing gum are not to be used in the pool.

15. Visiting with or distracting lifeguards on duty is prohibited.
16. Young children and handicapped adults must be accompanied by someone able to assist them in dressing/undressing, showering, and entering/exiting the pool. For safety reasons, staff are prohibited from leaving their posts to assist with these functions.
17. Children under the age of six are permitted to use either locker room with adult supervision. Children six and older must use their gender-appropriate locker rooms. Private locker room space is available, please ask a staff member for assistance.
18. BPRD reserves the right to schedule swim lessons, swim meets, team practices, special events, and to limit swimmer and spectator capacity for health and safety reasons as needed.
19. Private swim lessons or group classes are not allowed at any time unless it is a BPRD sanctioned program. Furthermore, outside entities/groups wishing to use the facility as a group must adhere to additional policies and/or fees. More information can be obtained from the Aquatic Supervisor.
20. Use of any media devices, including but not limited to: cameras, video recorders, and cell phones are strictly prohibited in all restrooms and locker rooms. Furthermore, regarding electronic devices: safety first, please keep a constant eye on your child and do not become distracted from supervising your child.
21. BPRD is not responsible for lost or stolen items. If locks are used, they must be removed by the end of each business day or they will be cut off.
22. All injuries occurring on premise must be immediately reported to a staff member or lifeguard on duty.
23. Spectators must remain in the bleacher area. For health and sanitation reasons, street shoes may not be worn on the pool deck.

Enforcement of rules is subject to Lifeguard's discretion. Rules are subject to change without prior written notice. Management reserves the right to eject anyone who fails to comply with these safety rules. Refunds on admission fees will not be given.

Policy: Park and Facility Use Rules & Regulations

Adopted by Board of Park Commissioners: February 2019

The following is a list of rules and regulations for use on city fields and courts. The list is not meant to be all-inclusive and additional rules may be enforced if the BPRYCS Department and Board of Park Commissioners deem the behavior is in violation of safety of users or health and well-being of the property.

- 1) Any acts that put participants in danger or potential danger (i.e. driving/parking vehicles on the fields) are strictly prohibited.
- 2) Any abuse or damage of city property (i.e. tearing up the field, littering, and purposeful breaking of equipment) are strictly prohibited.
- 3) Use of fields without a permit or during a time when the BPRYCS Department has closed a field due to weather or maintenance.
- 4) Field permits are exclusively for the organization listed on the permit. Subletting field time or usage to other organizations is not permitted for any reasons.
- 5) Use of illegal drugs, alcohol, smoking and loud, vulgar, confrontational language are not permitted on city fields and recreational spaces or its immediate vicinity.
- 6) Any illegal acts in the parks, playgrounds, open space areas and flood plains.
- 7) User groups are not permitted to engage in any form of field maintenance (i.e. raking, sweeping, applying drying agents, etc.) unless specified under a lease agreement.
- 8) Any and all maintenance of City of Bristol athletic fields will be performed by city staff (unless specified under a lease agreement). Groups/organizations/teams having specific requests for maintenance will include them in the Facility Reservation Request. City staff will make its best attempt to complete such request with consideration to time, staffing and weather conditions. The city reserves the right to support or deny the request. Additional charges may be assessed to the renting organization.
- 9) All Youth Athletic organizations must comply with state standards and state statutes for concussion education and awareness.
- 10) City of Bristol is not responsible for any items left or stored on facility grounds by Applicant.
- 11) Applicants must compile with all municipal ordinances, regulations and policies.
- 12) A Certificate of Insurance naming the City of Bristol as additionally insured is required and must be submitted prior to use. The COI must conform to the city's insurance policies indicated in the section below.
- 13) *Special Note:* All groups using Wilson Field for softball are required to park only on the side of Fifth Street and Sixth Street that is nearest to the field. Please inform the players, parents and opponents.

Weather Closure/Unsafe Field Conditions: The BPRYCS Department reserves the right to close fields due to inclement weather or unsafe conditions at any time. Fields are inspected by city staff and cancellation decisions are made by the Superintendent or designee. The city is committed to optimizing the quality of fields, ensure safety, minimize injury, and reduce damage to fields that lead to costly repairs. If users are uncertain of the status of a field, they are encouraged to contact BPRYCS Main Office at 860-584-6160.

Determining to play on athletic fields is a crucial decision impacting the conditions and sustainability of a field. Fields are closed to avoid injury and damage to players and to the playing surface. Choosing to play on a wet field or the vigorous attempt to dry a wet field are major reasons fields are damaged.

An athletic field should be considered closed if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with a footstep.
- While walking on the field of play, any impression of your footprint is left in the surface
- If water gathers around the sole of a shoe or boot on any portion of the field.
- Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe conditions.
- Unsafe weather conditions exist including but not limited to thunder, lightning, hail, etc.

Safety Plans: A supervisor of an activity involving young people has the responsibility to ensure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services. Additionally, the rental organization is responsible for coordinating temporary bathroom needs including port-o-johns. These services are the responsibility of the organization renting the facility.

Policy: Pickleball Court Use Rules

Adopted by Board of Park Commissioners: July 2023

General Use Rules

1. Proper court etiquette and sportsmanship expected
2. Non-marking shoe required
3. Animals prohibited on the courts
4. Skateboards, scooters, rollerblades, skates and bicycles prohibited on the courts
5. All other applicable park rules and city ordinances apply

Peak Use Rules

In the event the pickleball courts are busy and all courts are occupied the following rotation policies have been established:

1. Waiting players place paddles in designated area in groups of up to four players
2. When a game is complete, the next players waiting rotate onto the court
3. The next players waiting move up to be next in line
4. If players wish to continue play, they go to the end of the line
5. Waiting players continue to move up the line as games finish
6. Court use is limited to standard game scoring format, first to 11 points, winning teams must win by 2

Reservations

Courts are available on a first-come, first-served basis for public use. The Bristol Parks, Recreation, Youth and Community Services Department offers 2-hour rentals for a court on a limited basis subject to fees established by the Board of Park Commissioners. Individuals with reservations shall present a reservation permit issued by the department in the event of a dispute. *The BPRYCS department reserves the right to reserves courts for recreational programming at its discretion.*

Did you know?

The City of Bristol Parks, Recreation, Youth and Community Services Department also has pickleball courts at Page Park (King St) and Peck Park (Daley St)!

Policy: Progressive Discipline for Violation of Park Rental Use Rules & Regulations

Adopted by Board of Park Commissioners: February 2019

The BPRYCS Department and the Board of Park Commissioners have adopted the following rules and regulation for use on all city fields and recreational spaces. These rules must be observed by all members of an organization including coaches, parents, and participants. In the event that any members of the user groups are in violation of the rules, these groups are subject to suspension or expulsion from use of city fields and courts. In the event of suspension or expulsion, user groups will not be refunded any fees paid. The following progressive discipline will be used:

- **First Violation:** Written warning from the Superintendent to the organization head (as listed on the application form).
- **Second Violation:** Final written warning from the Superintendent
- **Third Violation:** Suspension or expulsion from use of city fields. Organization leader will be required to meet with the Board of Park Commissioners to discuss restoring field access for their group.

Note: Depending on the severity of the issue, discipline may begin at any level including suspension or expulsion from the fields at the discretion of the Superintendent and the Board of Park Commissioners. The Bristol Police Department has enforcement authority over park rules and ordinances.

Policy: Park and Facility Use Liability Insurance Requirements
Adopted by Board of Park Commissioners: February 2019

In order to protect the City of Bristol and the user groups from liability, all organizations, teams or leagues will be required to maintain and supply a Certificate of Insurance (COI) which shall name the City of Bristol Parks, Recreation, Youth and Community Services Department, its Agents, Officials and Volunteers as Additional Insureds on a primary and non-contributory basis. The COI must be provided prior to park use and must be valid for the entirety of use agreement as specified on the permit. The following minimum coverage shall be required:

Commercial General Liability:

- General Aggregate Limit.....\$2,000,000
- Each Occurrence for Bodily Injury, and Property Damage.....\$1,000,000

Additional Insured:

The City of Bristol shall be named as an additional insured and this coverage shall be stipulated under "Description of Operations" and shall be worded as follows:

The City of Bristol, its Agents, Officials and Volunteers shall be named as Additional Insured.

Certificate Holder:

The certificate holder shall be named as:

City of Bristol
Parks, Recreation, Youth and Community Services Department
51 High Street
Bristol, CT 06010

All policies must also include a Waiver of Subrogation

Policy: Land Acquisition Strategy

Adopted by Board of Park Commissioners: May 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.

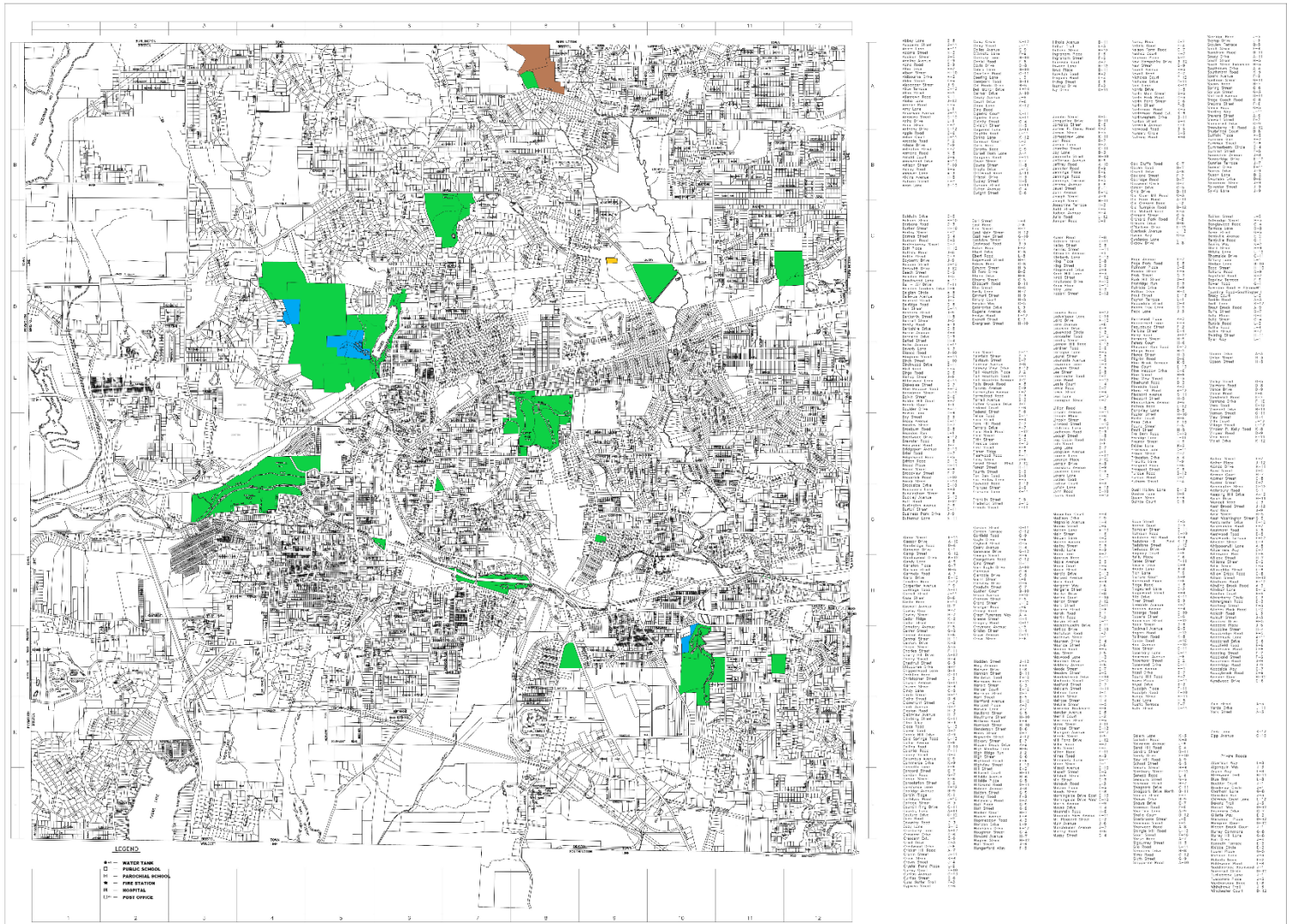
The purpose of this policy is to establish the strategic framework to guide staff and the Board of Park Commissioners in the prioritization, review and approval of new land acquisitions.

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

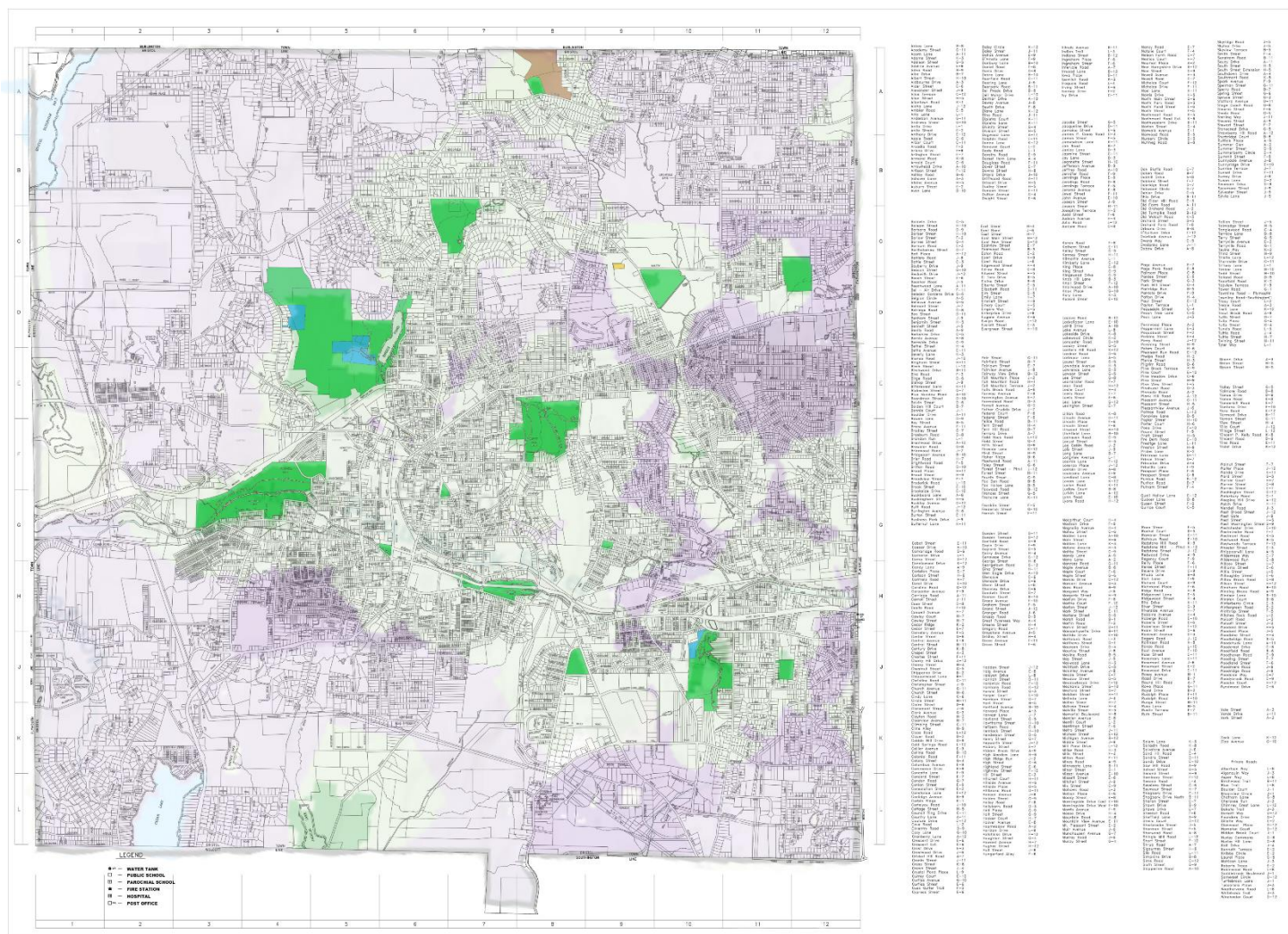


Adjacent Properties of Interest		
Address	GIS Parcel #	Adjacent Park
460 Pine Street	03-38A_0104558	Pine Lake
260 Perkins Street	60-12-5_0158976	Hoppers and Birge Pond Nature Preserve
Perkins Street	60-11 REAR_0158925	Hoppers and Birge Pond Nature Preserve
Ambler Road	60-15_0093718	Hoppers and Birge 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

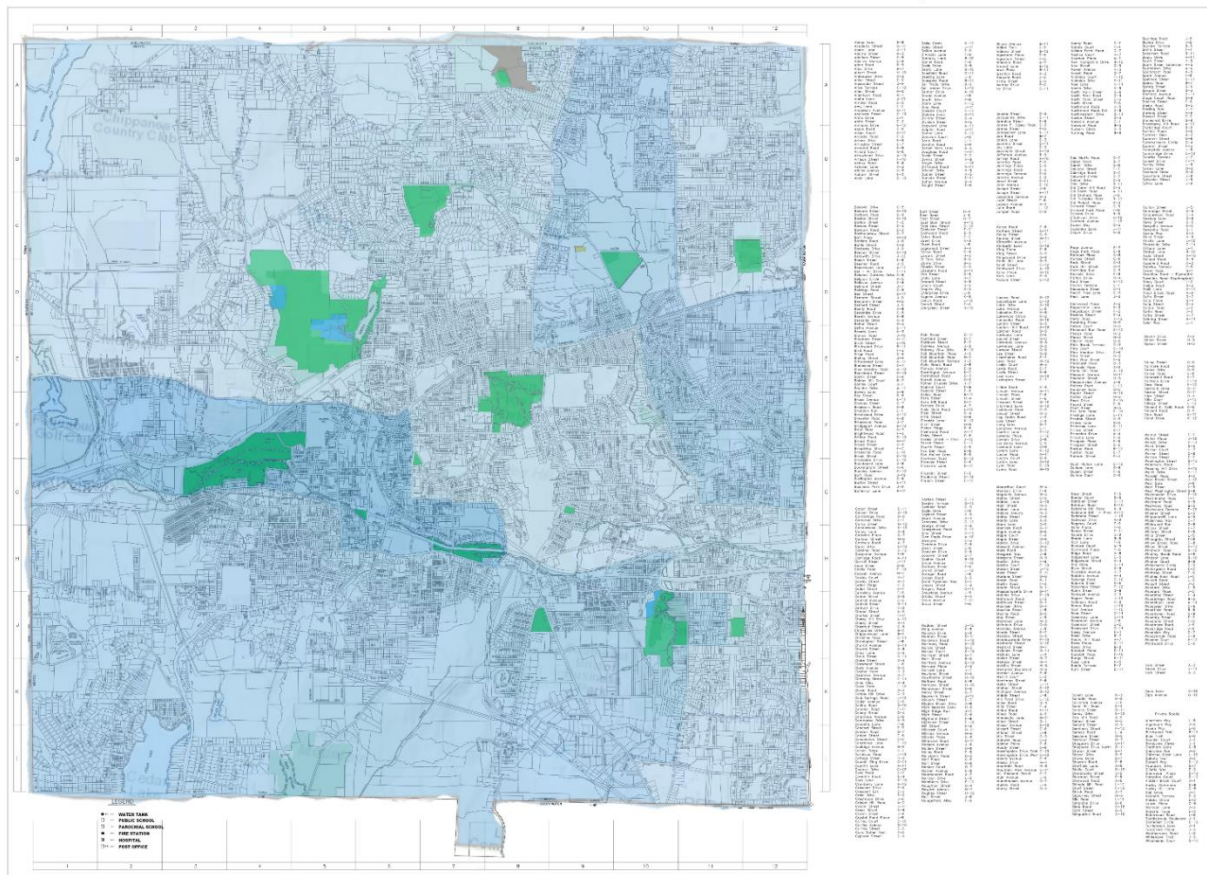
Color	Meaning
Green	Neighborhoods within a 10-minute walk of a public park
Purple	Neighborhoods without a 10-minute walk of a public park
Blue	High-Impact neighborhoods without a 10-minute walk of a public park

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



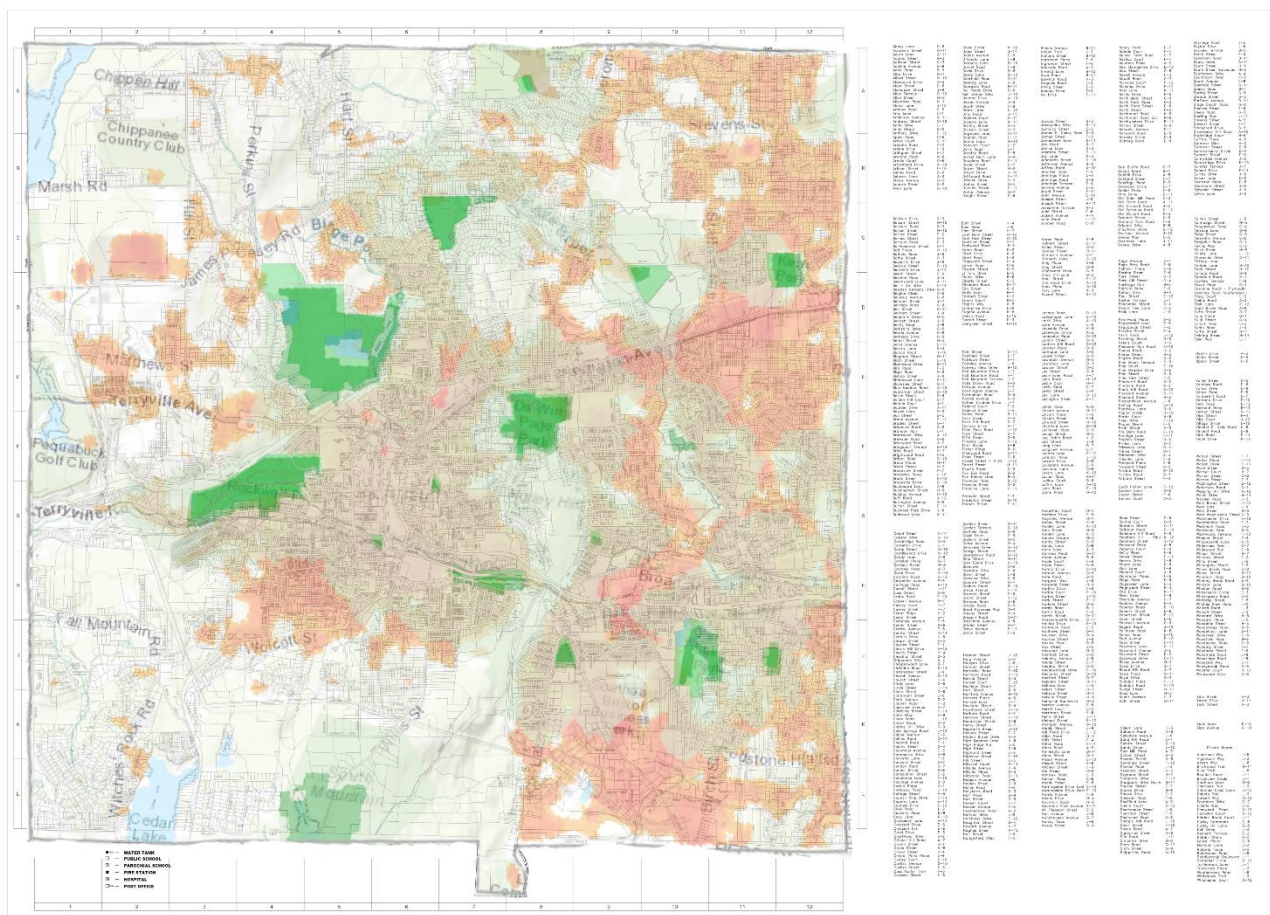
Key

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



Policy: Naming of the Parks, Facilities and Recreational Amenities

Adopted by Board of Park Commissioners: March 2021

Purpose: To outline the criteria and procedures for official naming of parks, facilities, and recreational amenities in the City under management and control of the Board of Park Commissioners.

Procedure

(1) All requests for naming City parks, facilities, and recreational amenities must be presented in writing to the Superintendent of Parks, Recreation, Youth and Community Services. Requests must include a statement summarizing the justification for the recommended name(s). (2) The written request will be presented at the next scheduled regular meeting of the Board of Park Commissioners for initial review. When possible, the requester(s) shall attend the meeting to provide oral testimony in addition to the written request. (3) At this time the Board can make the motion to move forward with the request or deny the request. The Board reserves the right to deny any request at their sole discretion. (4) If the request is advanced by the Board there will be a public hearing at the following Board of Park Commissioners meeting before a name is officially changed. Upon completion of the Public Hearing the Board will vote to officially approve or deny the name change request.

Criteria

The individual shall meet (1) or more of the following criteria's established by the Board:

1. Has made a significant financial contribution, sponsorship or other commercial transaction wherein the City receives a monetary gain in exchange for the naming. This may include provision or supply of equipment, materials, land or services.
2. Recognition of historical significance and/or outstanding service to the City parks, facilities and recreational amenities that resulted in significant and enduring contributions to the community.

Special Notes

(1) The naming request for a recently deceased individual shall have a (90) day waiting period from the time of death before the request may be formally considered by the Board. (2) No official in office or employee of the City of Bristol will be considered until such person has left office or City employment. (3) A name once adopted, should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Physical Display of Naming Rights

The physical display of the naming rights shall be decided on a case-by-case basis at the recommendation of the Board but with sole discretion of the Superintendent to ensure funding exists and signage/plaques meet department brand standards. Funding may be requested of the individual(s) making the request or may be provided by the City if appropriate and funding exists.

Policy: Ed Swicklas Employee Garden Park
Adopted by Board of Park Commissioners: May 2022

The purpose of this policy is to establish guidelines and standards for the administration of the Ed Swicklas Employee Garden Commemoration program. Established in 2022, the program was developed to honor and recognize retired employees of the Parks, Recreation, Youth & Community Services Department that meet the following criteria:

- Must have served a minimum of 15 cumulative years in the BPRYCS Department.
- Years of service must be full time. Part time, seasonal, or contractual years do not count towards cumulative years of service.
- Years of service do not need to be consecutive. Meaning someone may have started in, or transferred to another department for a period of time or left the city for another position and returned.
- Individual must have retired from the BPRYCS Department. Individuals that retire from another department will not be considered even if they have 15 years of cumulative service with the department.
- The employee must be considered an employee in good standing with the City in order to qualify for the program. Individuals whose employment status with the City has been severed will not be eligible as determined by the Superintendent in consultation with Human Resources

Every July, the Superintendent of Parks, Recreation, Youth and Community Services will compile the list of eligible retirees from the past year and present the names and supporting documentation to the Board of Park Commissioners for review and approval. After approval, the names will be added to the plaque as soon as reasonably possible. For efficiency and cost-effectiveness, the plaque will be updated once a year and not each time someone retires (unless there is a compelling reason to do so sooner as determined by the Board of Park Commissioners)

Policy: Low Mow Program

Adopted by Board of Park Commissioners: October 2023

Following a successful pilot program in 2023, the BPRYCS Department adopted a “Low-Mow” maintenance policy in alignment with the department’s commitment to sustainability and conservation. Park areas are designated “Low-Mow” due to their landscape design, environmental benefit (e.g., erosion control, bio-infiltration, and habitat), low impact on recreation, and underutilization. “Low-Mow” areas are seeded with native vegetation and are mowed once a year in late winter/early spring to encourage reseeding and invasive species management. Paths may be mowed through or around “low-mow” areas in order to encourage passive recreation. Benefits to this approach include improved employee safety, enhanced stormwater management and water quality, increased local plant and wildlife habitat, and reduced fuel usage and emissions. “Low-Mow” areas are reviewed on an annual basis and are labeled with educational signage explaining the program to the public.

Policy: Managing and Protecting Park Trees
Adopted by Board of Park Commissioners: July 2024

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 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 diseases 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).
 - 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.

Chapter 8: Public Safety, Law Enforcement and Security



Policy: City of Bristol Ordinances

Adopted by the City Council: September 1974

Municipal ordinances are laws or regulations that is enacted by and enforceable within the city. Ordinances may be formally changed through the City of Bristol Ordinance Committee with final approvals from the City Council. Chapter 16 of the Code of Ordinances describe ordinances pertaining to the BPRYCS Department:

Chapter 16 PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Sec. 16-1 Veterans Memorial Park and Boulevard

- (a) The park area between the Pequabuck River and South Street, heretofore given to the city and established as a memorial to Bristol's veterans of all wars, shall continue under the jurisdiction of the Board of Park Commissioners. The highway, which begins at Willis Street and runs through said park shall be known as the Veterans Memorial Boulevard.
- (b) The Board of Park Commissioners shall give special care in maintaining said park as a fitting memorial and preserving the rows of memorial oaks which border the boulevard. They shall care for the monuments and statuary now located in the park and which may, with said board's permission, be hereafter located therein.
- (c) To preserve the natural and peaceful conditions and the memorial character of the park and boulevard:
- (1) There shall be no parking along the curb lines of the boulevard, except on such special areas or occasions as may be designated by the Board of Park Commissioners.
- (2) The use of the boulevard by motor vehicles is hereby restricted to vehicles bearing "passenger-type" or school bus registration plates, and operated at such reasonable speeds as shall be established, from time to time, by the Board of Park Commissioners. School buses shall only be permitted to use the boulevard traveling to or from Memorial Boulevard School on the boulevard from Main Street to the school.
- (3) No motor vehicles bearing non-passenger type registrations, including trucks and commercial vehicles, including those trucks and commercial vehicles bearing "combination" plates shall pass or travel within said Memorial Park or boulevard, provided that such non-passenger vehicles may continue to use the two (2) cross-over streets known as Mellen Street and East Street. Persons making such use shall be in violation of this section and shall be subject to the penalty for infractions provided in section 1-11 of the Code of General Ordinances. Fine for violation of this section shall be ninety dollars (\$90.00).
- (d) The Board of Park Commissioners are hereby authorized and directed to provide and maintain suitable signs for the control of traffic on the parkway known as the Memorial Boulevard.

(Ord. of 9-6-83; Ord. of 4-29-94)

Sec. 16-2. Prohibited acts in public parks.

Regulated conduct, activities, substances and acts in public parks.

The following conduct, activities, substances and acts within the public parks of the City shall be regulated as provided herein:

(a) Alcoholic Beverages and Controlled Substances.

- (1) The possession or consumption of any alcoholic beverage shall be prohibited unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated.
- (2) The possession or consumption of any illegal drug or the possession or consumption of any controlled substance for which no authorized prescription has been issued to the person possessing or consuming same shall be prohibited.
- (3) No person shall be under the influence of any alcoholic beverage or drug so as to pose a threat to himself or herself, other persons, or property, or to cause behavior that unreasonably disturbs others.

(b) Amplified Sound.

- (1) No person shall operate any device designed to produce, reproduce or amplify sound unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(c) Behavior.

- (1) *Urination and defecation.* No person shall urinate or defecate in any park, or in or upon any park building, monument or structure, except in a facility which is specifically designed for such purpose.
- (2) *Disorderly conduct.* No person shall engage in conduct intended to cause inconvenience, annoyance or alarm, or to recklessly create a risk thereof; or to engage in fighting or in violent, tumultuous or threatening behavior; annoy or interfere with another person; make unreasonable noise; without lawful authority disturb any lawful assembly or meeting of persons; obstruct vehicular or pedestrian traffic; or congregate with other persons in a public place and refuse to comply with a reasonable, official request or order to disperse.
- (3) *Sexual acts.* No person shall engage in any sexual act. For the purpose of this section, a sexual act means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse, which terms further are defined in §53a-193 of the Connecticut General Statutes.

(d) Business activities, soliciting and advertising. Unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated:

- (1) *Business activities.* No person shall sell, offer or expose for sale any goods or services, or conduct business activities.

(2) *Solicitation.* No person shall solicit monetary or other valuable contributions from others.

- (3) *Advertising.* No person shall post or display any sign, placard, flag or advertising device. Advertisements include, but are not limited to, the distribution or posting of handbills, flyers, coupons,

or public announcements. The prohibitions of this section shall not extend to expressive and associational activities protected by the First Amendment to the United State Constitution.

(4) *Gambling.* No person shall play any game of chance.

(e) Dangerous Devices.

(1) *Firearms, fireworks and projectile devices.* No person shall possess illegal firearms, and no person, other than a police or security officer, shall carry openly any legal firearm. No person shall possess or discharge a firearm, firecracker, firework, bow, cross-bow, or traditional BB or pellet-firing air gun that expels a metallic or paint-contained projectile through the force of air pressure. This provision shall not apply to the display of fireworks under municipal authority, nor to activities authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(2) *Knives.* No person shall possess any dirk knife, or any switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, or stiletto, or any knife the edged portion of the blade of which is four inches or over in length unless it is being used for the purpose of food preparation.

(f) Domestic animals.

(1) *Leashes.* Unless confined within an area designated specifically by the Board of Park Commissioners for dog runs, no owner or person having control of any dog, shall permit said dog to enter or remain upon any public park unless such dog is constrained by a suitable leash held by the owner or person in control. An owner or person in control of any dog brought upon park property shall at all such times have in his or her possession a suitable receptacle adequate to collect or gather up any excrement produced by said dog. It shall be the affirmative duty and obligation of such owner or person in control to promptly gather up such excrement and remove it from the park property when such owner or person in control of said dog leaves park property or place such excrement in a trash receptacle. In addition to the fine and penalty provided for violation of these ordinances, any dog, if not leashed, shall be subject to seizure and removal to the custody of the animal control officer.

(2) *Swimming or bathing* No person shall permit any dog or domestic animal(s) whether leashed or unleashed, to swim in, nor shall any person wash or bathe any dog or domestic animal in any pool, lagoon, lake or pond on park property unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(3) *Hitching.* No person shall hitch or secure any dog or other animal to any shrub, tree, fence, or stake in any park.

(g) Fires. No person shall make any open fire on any park property.

(h) Fishing. No person shall fish while on any park property where fishing is specifically disallowed and posted under the authority of the Board of Park Commissioners.

(i) Motor vehicles and traffic. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Speed limit.* No person shall ride or drive in any park any cycle, automobile or other vehicle, at a rate of faster than fifteen (15) miles an hour.

(2) *Prohibited vehicles.* No person shall enter any park, or parkway with any truck, trailer, bus or other commercial vehicle, except for the service of such park property, or part thereof. In addition, no person other than law enforcement, emergency medical, or park personnel in performance of their duties shall ride, drive, park or draw any snowmobiles, go-carts, mini-bikes, dirt bikes or all-terrain vehicles in any parks.

(3) *Driving, riding or parking vehicles.* No person, unless authorized by the Park Superintendent, shall drive, ride or park any vehicle on any grass or lawn, or in any part of any park, playground or parkway, except regular roadways.

(4) *Overnight parking.* No person shall park a vehicle in any park overnight.

(5) *Maintenance of vehicles.* No person shall repair, clean, wax or otherwise maintain a motor vehicle in any park, nor shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in any park.

(j) Protection of park property. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Encroachments.* No person shall in any way alter, damage, remove or deface any facility, feature, vegetation, man-made object or equipment in a park; nor erect or store personal property, plant vegetation or deposit debris or refuse in a park or extend any use on adjacent property to park property.

(2) *Excavation.* No person shall remove or dig up any dirt, stones, rock or anything whatsoever; make any excavation, quarry any stone, or lay or set off any blast, or cause or assist in doing any of such things, within any park.

(3) *Littering.* No person shall scatter or leave upon any park, any paper, rag, garbage, unbreakable or breakable bottle or container, or other litter.

(4) *Unauthorized areas.* No person shall play or practice any game or sport in any park area not suitable for said use.

(5) *Unauthorized trails.* No person shall create any new trails on park property.

(k) Remote control devices and powered models or toys. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) No person shall operate hobby rockets, remote control gliders or powered remote control or tethered planes, cars or other like devices in a park.

(l) Rest rooms and locker rooms.

(1) *Harassment and intimidation.* No person shall loiter in the vicinity of rest rooms, locker rooms, or dressing rooms in a park, nor harass, intimidate or solicit users of such facilities.

(2) *Inappropriate behavior.* No person shall enter any rest room, locker room or dressing room designated for the opposite sex, with the exception that a child of the opposite sex may accompany his or her parent or guardian, provided the child is six (6) years of age or younger.

(m) *Swimming, bathing and wading.* Swimming, bathing and wading are prohibited except where designated by the Board of Park Commissioners.

(n) *Wildlife and habitat protection.* Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Animals.* No person shall feed, harass, capture, remove, injure or kill any animal or its young or eggs found in a park, or disturb the nest, den, burrow, lodge, dam or other structure of any animal found in a park.

(2) *Removal of plants.* No person shall remove or pick from a park any plants, flowers or parts thereof including, but not limited to, cuttings, seeds, berries, nuts or foliage.

(3) *Abandonment or release of animals.* No person shall abandon, release or cause to be released into a park any animal.

(4) *Planting.* No person shall plant any plant or release or cause to be released into a park any plant or fungus seeds or spores.

(5) *Habitat preservation.* No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within a park, or walk among or across any flower garden, shrubs or other plantings.

(o) *Hours of operation.* No person shall enter park property after the closing hour established by the Board of Park Commissioners.

(p) *Hunting and trapping.* Hunting and trapping of wildlife are prohibited in any park except when expressly permitted in writing as part of a park department controlled activity and with express written consent of the Board of Park Commissioners.

Sec. 16-3. Tobacco products prohibited in city parks and recreational properties.

It shall be prohibited, at all times, for an individual to smoke and/or use any tobacco or cannabis product in any form while at a City Park or recreational property.

(Ord. of 2-11-20)

Sec. 16-4. Signage.

City parks or recreational properties, where smoking and/or tobacco use has been banned pursuant to this chapter shall be so designated by signs posted that give notice to those areas of prohibition.

Sec. 16-5. Enforcement.

Members of the City of Bristol's Police Department and the Parks, Recreation, Youth and Community Services Park Ambassadors shall be charged with the enforcement of this chapter. Such officers [of the

department] shall inform the violator of this chapter and take enforcement action when a violation has occurred. (Ord. of 2-11-20)

Sec. 16-6. Penalty.

Law enforcement officers may issue a citation for violation of this chapter pursuant to Section 1-11 of the **Sec. 16-3. Penalties.** Any person violating any provision of this article shall be guilty of an infraction and be penalized ninety dollars (\$90.00) as provided for in section 1-11 of this Code.

Secs. [16-3] 16-4 --16-15. Reserved. City of Bristol Code of Ordinances.

Sec. 16-7. Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

Enforcement. All law enforcement officers of the City of Bristol.

Park or recreational property. Property owned or operated by the City of Bristol and used in connection with recreational programs or purposes, including, but not limited to, sports or athletic fields and facilities, parks, pocket parks, parking lots, pools, playgrounds, bike or walking paths, dog parks, bleachers, gardens, passive recreation areas, tennis courts, trails and other areas where people may assemble for recreational purposes, and any community, recreation or building located on park or recreation property.

Tobacco product. The use of any substance containing tobacco or any tobacco product in all of its forms, including, but not limited to, a lighted cigarette, cigar, pipe, or similar device, such as all electronic cigarettes (e-cig, e-hookah, vape pen, electronic nicotine delivery system), as well as chew tobacco, snus and snuff, as well as any product of formulation of matter containing biologically active amounts of nicotine that is manufactured, sold or offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

"Cannabis" means marijuana, as defined in section 21a-240 of the CT General Statutes;

"Cannabis product" means cannabis that is in the form of cannabis concentrate or a product that contains cannabis, which may be combined with other ingredients, and is intended for use or consumption.

ARTICLE II. MOTORBOATS*

Sec. 16-16 Operation Restricted.

No person shall operate a motor-powered boat upon any lake, pond, or waterway within the city:

1. In a reckless manner having regard of the weather conditions, depth, width, traffic and use of such lake, pond or waterway;
2. At such a rate of speed or in such a manner as to endanger the property or life of any person, including the occupant of such motor-powered boat;
3. Before the hour of 6:00 a.m. or after 9:30 p.m. eastern daylight time;
4. Within seventy-five (75) feet of docks, floats, canoes, sailboats, rowboats, or swimmers, except when leaving or returning to shore;

5. Without underwater exhausts or without effectively muffling or silencing by a muffler or similar device excessive noise produced by such motor-powered boat. (code 1960 § 24-2)

*Cross reference – motorboats prohibited on water bodies of open space land §21-181

Sec. 18-148. - Established.

Pursuant to the applicable provisions of the general statutes and the Charter of the city, there is hereby established a youth commission, which shall be a part of the administration of the municipal government and shall be subject to the Charter, general ordinances and regulations of the city.

(Code 1960, § 60-1; Ord. of 2-4-71)

Sec. 18-149. - Duties.

The commission established by this article shall study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. It shall analyze the needs and shall make recommendations to the mayor and the city council regarding the programs and policies available to serve those needs.

(Code 1960, § 60-2; Ord. of 2-4-71; Ord. of 12-5-78)

Sec. 18-150. - Terms and appointments.

The youth commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third ($\frac{1}{3}$) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families.

All appointments shall be for three (3) years except the councilman members who shall be appointed in November for a term of two (2) years and who shall serve only during his term of office as councilman. All appointments to fill vacancies shall be for the unexpired portion of the term succeeded to.

(Code 1960, § 60-3; Ord. of 2-4-71; Ord. of 3-1-77; Ord. of 5-3-77; Ord. of 12-5-78; Ord. of 6-13-94; Ord. of 12-14-04)

Sec. 18-151. - Officers.

A chairman, vice-chairman and a secretary shall be elected by the members of the youth commission from among their members.

(Code 1960, § 60-4; Ord. of 2-4-71)

Sec. 18-152. - Budget.

As the need appears and arises, the youth commission shall recommend to the mayor and city council the employment of personnel to serve the needs of youth. The commission shall submit annually a budget for recommended programs and personnel for the ensuing year in as much detail as shall be required by the mayor, city council and board of finance.

(Code 1960, § 60-5; Ord. of 2-4-71; Ord. of 12-5-78)

Sec. 18-153. - Meetings; agenda.

The youth commission shall be empowered to determine the time and place of its meetings and its agenda.

(Code 1961, § 60-6; Ord. of 2-4-71)

Sec. 18-154. - Reserved.

Editor's note— A motion adopted by the council on Dec. 10, 1984, provided that [§ 18-154](#), expiration, be deleted; that the youth commission be reestablished, effective Dec. 1, 1984; and that the terms of existing members of such commission continue until the expiration of such terms. Prior to deletion, [§ 18-154](#) was derived from an ordinance adopted Dec. 5, 1978.

Policy: Staff Liaison to Law Enforcement Officers & Emergency Call List

Adopted by Board of Park Commissioners: October 2023

In order to safely and effectively operate department services and facilities, and administer all applicable laws, codes, rules, and regulations, the BPRYCS Department works closely with the Bristol Police Department. The BPRYCS Department staff liaison to the Bristol Police Department is the Superintendent with the Deputy Superintendent serving as liaison in the absence of the Superintendent. The Superintendent serves as the liaison and direct contact for addressing park issues with the Chief of Police, Deputies and other police personnel. The Superintendent may permit designees from the department to engage with police on a case-by-case basis.

The following emergency contact call list is established and utilized by the Bristol Police Department dispatchers to direct park issues to relevant BPRYCS Department personnel. During normal business hours calls are directed to the BPRYCS Main Office. After business hours calls are directed in the following order:

Parks and Facility Issues

1. Parks, Grounds and Facilities Supervisor
2. Superintendent
3. Deputy Superintendent

Dennis Malone Aquatics Center Issues

1. Aquatics Supervisor
2. Superintendent
3. Deputy Superintendent

Emergency contact lists are reviewed on an annual basis and updated when personnel changes.

Policy: Addressing Homeless Encampments in Public Parks
Adopted by Board of Park Commissioners: May 2022

Purpose

Homelessness, which was already steadily increasing prior to 2020, has been exacerbated by the Covid-19 pandemic and will continue to remain a complex community challenge in the years to come. The professional staff of the BPRYCS play a vital role in supporting and advancing the health and well-being of all individuals in the City of Bristol, including people who are experiencing homelessness. Department staff provide community resources, programs and services which include (but not limited to) counseling, short term case management, EBT/Snaps program at the Bristol Farmer's Market, dynamic drug free communities program and coalition, as well as on-going initiatives and collaborations with our community partners and non-profits.

The BPRYCS Department also has the responsibility to create public parks that are safe, attractive and well-maintained aligned with our mission to enhance the quality of life for Bristol residents. In order to balance these responsibilities with a person-centered approach to our residents experiencing homelessness, a formal policy was developed. The policy outlines a clear process for removing homeless encampments in public parks while connecting individuals to essential services.

Process

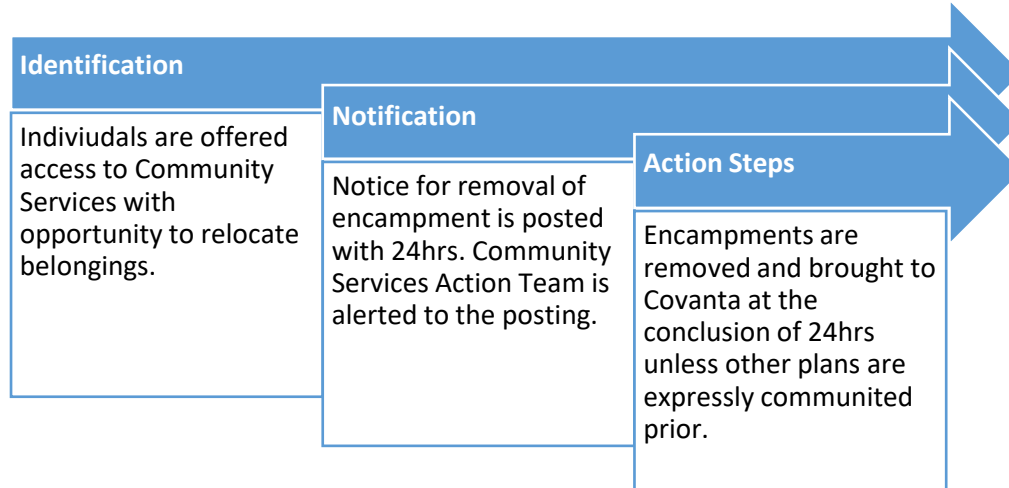
Understanding that every individual experiencing homeless has a unique set of circumstances and there is not a "one size fits all" approach to managing a situation, it should be understood by all parties, that situations are fluid and subject to change when public safety is at risk. The following process was developed as a framework to help guide the staff in this work.

Step 1: Identification- When an individual who is experiencing homelessness is discovered in a park, the staff member should assess the situation and upon determining it is safe to do so, introduce themselves and ask if they need any assistance? Staff are encouraged to ask if they are interested in speaking to the Community Services Coordinator to review available resources and supports. If the situation does not appear safe or the staff member is not comfortable they should contact the Community Services Coordinator and alert them of the individual's presence in the park. Police should be contacted if the individual appears violent or threatening to themselves or others. If they are interested the staff member should assist them in contacting the Community Services Office. If they refuse, the staff member should provide the individual with the business card of the Community Services Coordinator in the event they change their mind. If a homeless encampment is discovered without an individual on site, the staff member shall contact Community Services Coordinator to inform them of the encampment.

Step 2: Notification- After consultation with the Community Services Coordinator the staff member will post the notice of removal form in a secure location on the encampment. The notice informs the individual that they have 24 hours to remove their belongings from the site. At the time of the posting the Community Services Coordinator will send a notification to the Community Services Action Team members informing the collective group of the notice being posted. At that time a community support agency may opt to intervene and make arrangements to remove the encampment as well as other services as required.

Step 3: Action Steps- At the conclusion of the 24 hour notice, unless otherwise instructed by the Community Services Coordinator, the Parks, Grounds and Facilities crew will remove the encampment and bring to Covanta.

Figure 1. Homelessness Encampment Notification and Action Process



Community Services Action Team

The Community Services Action Team will be comprised of the following contacts in order to alert all relevant providers of the homeless encampment. Community Services Coordinator will initiate the alert and it is expected that a provider will take ownership of the situation, clearly communicate an action plan, and then follow through on the plan. The alert system is not meant to be an on-going dialogue but rather an assignment of responsibilities. Confidentiality of clients must be maintained.

- Superintendent of Parks, Recreation, Youth and Community Services
- Youth & Community Services Supervisor
- Community Services Coordinator
- Parks, Grounds and Facilities Supervisor
- Agape House Director
- St. Vincent DePaul Director
- Brian's Angels Director
- Salvation Army Director

Chapter 9: Risk Management



Policy: Risk Management Plan

Adopted by Board of Park Commissioners: September 2022

Risk management is the responsibility of all BPRYCS employees. BPRYCS will make reasonable efforts to ensure that all parks and recreational facilities owned or managed by the City of Bristol and all recreation programs offered by or through BPRYCS are safe and legally compliant, and are maintained for safe and healthy working conditions by following standardized practices designed to safeguard employees and citizens. A formal *Risk Management Plan*, adopted in September 2022, guides department staff. The elements of the plan include:

- Supervisor Responsibilities
- City of Bristol Safety Committee
- Facility Security
- Employee Responsibilities for Safety and Risk Management
- Safety Risk Management and Public Relations
- Response to Problems and Emergencies
- Emergency Operations
- Response to Accidents and Injuries
- Contact Information for Emergencies

BPRYCS personnel will adhere to the *Risk Management Plan* designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means of implementation:

- A minimum of (1) full time staff member will regularly participate on the City Safety Committee
- Consult with the City's Emergency Management Coordinator and Corporation Counsel in specific areas related to the department programs, parks and facilities as needed
- Evaluate and update the *Risk Management Plan* annually, or as needed
- Provide staff with ongoing training programs that emphasize safety in the work place
- Maintain safety inspection procedures for parks, facilities, and equipment

As a department of the City of Bristol, BPRYCS is governed by city codes and city-wide policies including forms and training materials provided by the Human Resources Department.

(Source: *Risk Management Plan* available at www.bristolrec.com).

Policy: Loose Needle Collection**Adopted by Board of Park Commissioners:** May 2022

To prevent injuries or illnesses to members of the public and City employees from improperly disposed of sharps, and to aid staff in the safe collection and disposal of sharps found in parks.

Policy Statement

The City of Bristol strives to provide safe public spaces for the use and enjoyment of all persons residing, working, recreating, or visiting Bristol. This policy outlines the procedures to minimize the risk of inappropriately discarded needles on City park land.

Note: Parks, Recreation, Youth and Community Services is not responsible for responding to or disposing of needs on private property.

Background

In a collaborative effort with external partners and internal staff, the Department of Parks, Recreation, Youth and Community Services has identified an immediate need to address the safety and security of personnel and those utilizing City parks. Staff collects and tracks improperly disposed of sharps. Staff frequently discover improperly discarded used sharps (e.g. hypodermic needles, syringes, lancets, and other paraphernalia) in trash cans, on restroom floors, in the landscape, and in many other locations within City parks' property. The purpose of this guideline is to provide safe needle and syringe collection and disposal.

Procedure

Only staff trained in the safe collection and disposal of hazardous sharps are authorized to do so. All maintenance staff shall be trained and provided with appropriate needle and syringe collection equipment. Collection receptacles shall be available in parks fleet vehicles and park buildings. All reasonable measures and precautions shall be taken by staff to protect their own health, as well as the health and safety of community members, in accordance with the procedure of this Policy and as required by the Occupational Health and Safety Act 1984, during the collection, disposal and transport of such waste. Staff must utilize the following procedure during the collection and disposal of needles and syringes:

1. Use an approved sharps disposal container. If an approved sharps disposal container is unavailable, find a strong, rigid-walled, plastic container with a screw-top lid, (e.g. a plastic soda container or similar; no glass bottles as they can shatter).
 - a. If you use anything other than an approved sharps disposal container: securely fasten the lid, tape it shut, and write "sharps waste" on the container in large letters with permanent marker. Dispose of the improvised container in an approved and appropriately-sized sharps disposal container.
 - b. Always wear the correct personal protective equipment as established during training.
 - c. Always wash hands thoroughly with soap and water after collecting sharps. If that's not available post sharps collection, apply hand sanitizer.

2. Take the container to the sharps (not the reverse), place the container on the ground next to the sharps. Do not hold the container when depositing the sharps.
3. Handle the sharps by the barrel end only (“non-needle” end), and never touch the sharp or metal end. Puncture resistant gloves shall be used as personal protective equipment by all staff members who are responsible for the collection of sharps.
4. Never try to re-cap a sharps or break off a needle.
5. Place the sharps inside the container.
6. Tightly secure the lid.
7. When emptying trash receptacles, whether sharps evidence (e.g. orange caps, etc.) is present or not:
 - a. Do not compact trash content with any body part (i.e. hands, feet, etc.)
 - b. Wear puncture proof gloves.
 - c. Handle the edges of the container only.
 - d. Hold the container away from your body.
8. When removing needle collection boxes from the approved sharps disposal container:
 - a. Look from the top first to make sure the container is not overfilled with needles.
 - b. Cautiously remove the container with the proper PPE (i.e. puncture resistant gloves).
 - c. Clean any signs of blood or bodily fluids around the receptacle with products known to kill pathogens (e.g. Bleach, Envy) prior to installing new collection cartridge.

Sharps Exposure Policy

In the event of a needle/syringe contact that breaks skin (e.g. puncture, scratch, cut), the employee shall immediately:

Step 1 Wash the injury thoroughly with soap and water. DO NOT squeeze the area around the injury to encourage bleeding.

Step 2 Collect the sharps properly and report the injury immediately to the Supervisor. The Supervisor will initiate a careful search of the area where the injury took place and recover any other items, using safe handling procedure.

Step 3 The employee, with the needle/syringe (in an approved sharps container), shall be taken immediately to MedWorks (975 Farmington Ave, Bristol, CT 06010) for medical treatment. Physicians may recommend blood tests or immunization. Prior to returning to work, a Return to Work form and the Provider’s Initial Report (PIR) form must be completed by a physician and returned to the Supervisor.

Step 4 The Supervisor will complete a workplace incident, accident, and/or injury report form in accordance with requirements of the Occupational Health & Safety Act of 1984.

Safe Disposal Methods

1. Rigid sharps containers shall be provided with disposable plastic inserts at the Park’s Maintenance Building (240 Jacobs Street) as well as other locations within park property, as deemed necessary.

2. Parks staff is responsible for the installation, repair, and maintenance of all rigid sharps containers and disposable plastic inserts on department property.
3. Any disposal and collection point that is damaged, rusted, missing a rigid sharps container, or is in substandard condition must be decommissioned, replaced or repaired, and reported to the Parks, Grounds, and Facilities Supervisor.
4. Sharps must not be clipped, bent, broken, recapped or otherwise altered. All precautions must be taken to prevent injury.
5. Puncture resistant gloves must be worn during this service. Note: these gloves are not impervious to needles and due care is to be taken.
6. The sharps container sites shall be clear, left clean and tidy to the satisfaction of City standards.
7. All Parks staff shall be trained in the following:
 - a. Blood Borne Pathogens
 - b. First Aid/ CPR
 - c. Narcan Administration
 - d. Safe collection practices and disposal techniques

Safety and Health Considerations

1. Staff shall wear all the proper personal protective equipment (PPE) garments (e.g. gloves, boots, vests, ear protection, safety glasses, hard hat, and other necessary attire).
2. If at any time staff feels unsafe or unsure with regard to any component of proper sharps handling procedures, they shall stop and ask the group leader or supervisor.
3. Staff shall never place body parts into areas where they cannot see.

Policy: Covid-19 Policies and Procedures

Adopted by Board of Park Commissioners: May 2022

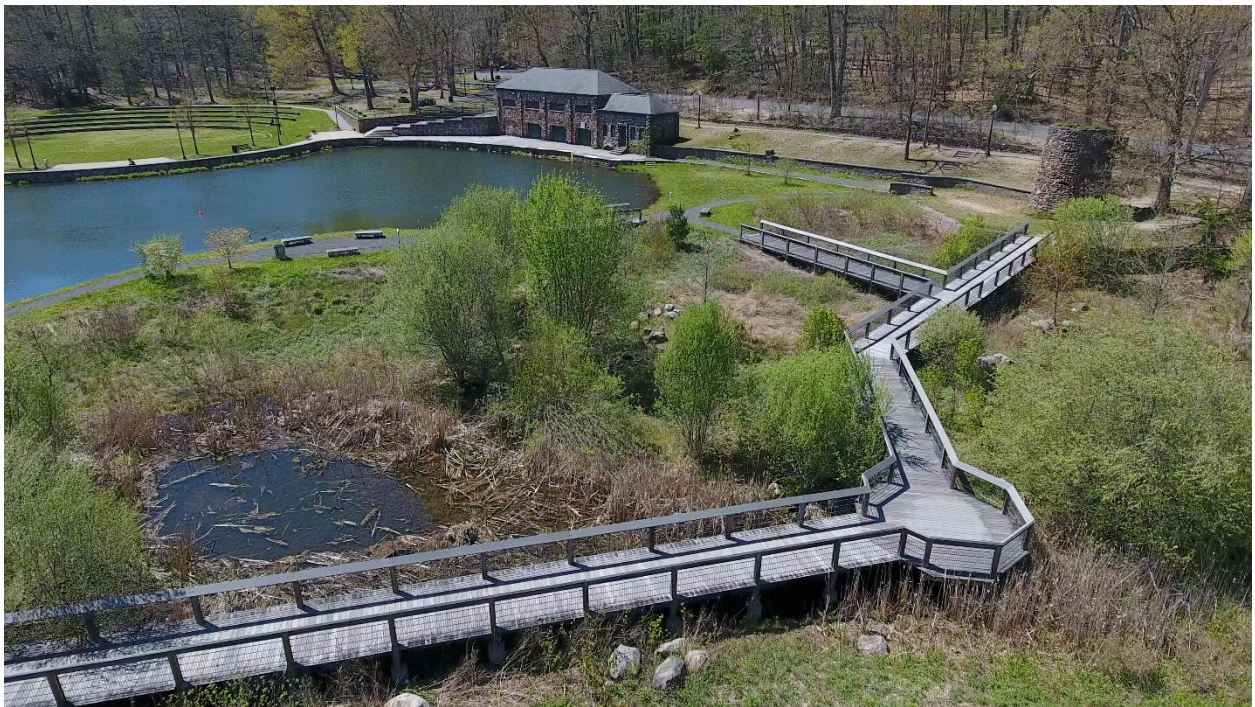
Throughout the entirety of the Covid-19 pandemic, the BPRYCS Department remained committed to delivering high-quality essential services and facilities to Bristol families. Emergency Covid-19 policies and procedures were developed in conjunction with the Bristol-Burlington Health District and City of Bristol policies to establish procedures to create an environment that reduces the chance of Covid-19 exposure in BPRYCS programs, services and facilities. The Covid-19 Policies and Procedures include guidance and direction on the following:

- Face Coverings
- Staff Procedures
- Recreation Program Procedures
- Spectator Expectations
- Aquatics Facility Guidelines
- Youth & Community Services Appointment Protocol
- Counseling Services
- Youth Enrichment Programs
- Staff Protocols for Covid-19 screening
- Communications Policies

While Covid-19 cases appear to be on the decline with state mandates and policy restrictions lifted, the department recognizes the need to stay prepared for future policy modifications as circumstances change. Emergency policies may be reinstated at the direction of local, state, and federal changes.

(Source: Covid-19 Policies and Procedures available at www.bristolrec.com).

Chapter 10: Evaluation and Research





Kern Park
Bristol, CT
Woodland Survey

Sarah Larson
Mater Woodland Manager Program
CT Forest and Park Association
July 15th, 2024

Woodland Overview

Property Overview:

Kern Park

160 Ivy Drive

Bristol, CT 06010

MBL: 49-8-3_0241601

41.703632, -72.901283

Owner: City of Bristol

Manager: Department of Parks, Recreation, Youth and Community Services

Site Conditions:

Total Acres: 25.59 acres

Forested Acres: 24.12 acres

Kern Park gently slopes from the north to the south, with the exception of a significant slope to the north of the property between the school and the park. The park features two water features. The first, is a portion of the Coppermine Brook, a tributary of the Pequabuck River, runs southwest to southeast through Kern Park creating a wetland ecosystem. This tributary feeds into a pond located to the south of the property. Due to the slope, soils, and wetland, the forest is often wet.

Kern Park is a fragmented forest, surrounded on all sides by development. There are no official property boundary markings for Kern Park. On the eastern and western sides of the property, the park abuts residential neighborhood properties. Primarily these are single family houses on secondary and tertiary roads. On the northern side of the property the forest abuts a neighborhood elementary school, consisting of a school building, parking lots and buss turn around, and open field space. Due to state statutes regarding treatment of lawn on elementary school properties, no pesticides or fertilizers are used on the school property. To the southwest of



Kern Park Soil Types

the park is a commercial lot developed with a strip mall and accompanying parking area that is adjacent of Route 6. To the south of the property is a parcel of land that historically was used for agricultural purposes. In recent years this farm was uncultivated open space. In 2023 the agricultural parcel was rezoned as commercial and is currently being developed into a medical office building, a restaurant, and a car wash.

According to the City of Bristol's GIS, approximately 31% of the property is wetland soils, primarily located in the Raypol Silt Loam soil region. The Soil Survey of the State of Connecticut indicates Kern Park consists of the following soil types, all of which are acidic in nature:

Kern Park Soil Types			
Number	Soil Name	Park Location	Characteristics
6	Wilbraham & Mehlo Soils	SW	Stony, Poorly Drained
12	Raypol Silt Loam	S; SE	Poor Filtering, Poorly Drained, High Water Table
56B	Watchaug Fine Sandy Loam	Center	Gently Sloping, High Water Table, Moderately Drained
64B	Cheshire Fine Sandy Loam	NW; W	Gently Sloping; Well Drained
65C	Cheshire Fine Sandy Loam	NE; E	Sloping, Extremely Stony, Well Drained, Susceptible to erosion
306	Udorthents-Urban Land Complex	N	Well Drained, Flat, Urban Developed Areas

Property Usage:

Kern Park is a municipally owned park property designated by the City of Bristol as open space for passive recreation. The primary users of the site are Bristol residents, particularly residents in the surrounding neighborhoods such as Sims Road, Primrose Lane, and Ivy Drive, who use the parcel for passive recreation, such as walking, running, or biking, and as a route to the adjacent school property and shopping center.

Property History:

In the early 20th century, the land that is now Kern Park was a sheep farm. The agricultural use of this land resulted in the clearing of historically forested areas. The sheep farming on this land resulted in compacted soil on the northern portion of the property, as well as, non-point source pollutants, such as E. coli, infiltrating the wetlands present on the southern portion of the property, which is part of the Pequabuck River Basin. In 1966 the City of Bristol was deeded the property as a city park, and in turn promoted the re-vegetation of the land. Eventually the property was surrounded by educational, commercial, and residential development. During this time, the park hosted summer camps and other low impact recreational activities. During the 1980s, following a number of illegal activities on the property, the Board of Park Commissioners ceded control of the property to the Board of Education and the property was left unmanaged by the City. In 2004, the property was again put under the control of the Parks and Recreation Department and the Board of Park Commissioners. During the last fifteen years, the park experienced a forest fire, resulting from an improperly managed bonfire, a significant effort to manage for invasive species, and an increase in water infiltration into the park property from an increase in pervious surfacing from the school lot as a result of an expanded roof. Using American Rescue Plan Fund, a Master Plan for the management and revitalization was developed in 2023 and the park is underwent improvements to its trail system, the removal of blighted tennis courts in favor of a pollinator garden, and updated signage and way finding. Historically, a forest management plan has not existed for Kern Park.

Kern Park is not currently designated as a protected open space, however it has been designated as a passive recreational, open space by the City of Bristol. In 2005, the Bristol City Council adopted resolution that Kern be returned back to the board of park commissioners with the restriction that “said property shall never be deeded to a third party for commercial purposes, and only a portion of this property may be relinquished to the board of education for educational purposes if the same is required in the future.”

The Master Plan completed in 2023, reaffirms maintaining the property as open space. Additionally, the park is part of the same parcel as a school, reducing the likelihood that it would be developed, as it would require the Planning Commission to approve subdividing the property and the Inland Wetland Commission to approve development on site.



Kern Park

Forest Assessment

Species Diversity:

American Beech and White Pine are the most commonly observed tree species in at Kern Park. Other non-invasive tree species observed at Kern Park include: Yellow Birch, Blank Birch, Eastern Red cedar, Red Oak, White Oak, Swamp White Oak, Chestnut Oak, American Holly, Shagbark Hickory, Pignut Hickory, Flowering Dogwood, Silky Dogwood, Sassafras, Striped Maple, Black Cherry, American Chestnut (stump sprouts) and Black Alder. Of note: observed one Red Oak measuring 69 DBH located on the southwestern edge of the property.

Shrubs present at Kern Park primarily include primarily witch hazel, blackberry, raspberry, and invasive species such as multi flora rose and burning bush.

Herbaceous plants include: Red-stem feather moss, poison ivy, striped wintergreen, green briar, partridge berry, Christmas ferns, pokeweed, Canadian mayflower, common jewelweed, hay-scented fern, sensitive fern, wood aster.

Kern Park features both large boulders, most likely left over from the last glacial period, as well as man-made stone walls that currently serve as habitat cover for small mammals such as chipmunk. The forest floor is covered in debris, including leaf litter, pine cones, pine needles, fallen branches, and strips of bark. The forest also features snags and dead fall.

Stand 1 Composition:

Forest Type: Maple/Beech/Birch

Most commonly observed tree species: American Beech

Canopy species: American Beech

Canopy Cover (%): 25%

Understory Species: American Beech, Red Maple, Yellow Birch

Forest Floor: Little to no regeneration

Vertical Structural Diversity: Minimal



Stand 1: Beech Leaf Disease

Stand 1: Visual Survey	
Tree Size (DBH)	Percentage
Sapling to under 5"	5%
Between 5" and 11" DBH	25%
Over 12" DBH	75%

Stand 1: Fixed Radius Measurements		
Tree Size (DBH)	Number of Trees	Size of Note
Sapling to under 5"	9	Smallest tree >1 DBH
Between 5" and 11" DBH	2	-
Over 12" DBH	4	Largest tree 25 DBH

Stand 2:

Forest Type: Red/White/Jack Pine

Most commonly observed tree species: White Pines

Canopy species: White Pines

Canopy Cover: 75%

Understory Species: White Oaks, Red Oaks, Shagbark Hickory,
Dogwoods, Red Maple, Norway Maple

Forest Floor: Oak and Hickory; Invasive Shrubs

Vertical Structural Diversity: Yes



Stand 2: Canopy

Stand 2: Visual Survey	
Tree Size (DBH)	Percentage
Sapling to under 5"	75%
Between 5" and 11" DBH	5%
Over 12" DBH	25%

Stand 2: Fixed Radius Measurements		
Tree Size (DBH)	Number of Trees	Size of Note
Sapling to under 5"	25	Smallest tree >1 DBH
Between 5" and 11" DBH	1	-
Over 12" DBH	7	Largest tree 27 DBH

Stand 3:

Forest Type: Maple/Beech/Birch

Most commonly observed tree species: American Beech

Canopy species: Red Maple

Canopy Cover: 45%

Understory Species: American Beech

Forest Floor: Invasive Shrubs and Herbaceous Plants

Vertical Structural Diversity: Minimal due to the impacts of
American Beech Leaf Disease on the understory



Stand 3: Understory

Stand 3: Visual Survey	
Tree Size (DBH)	Percentage
Sapling to under 5"	20%
Between 5" and 11" DBH	70%
Over 12" DBH	10%

Stand 2: Fixed Radius Measurements		
Tree Size (DBH)	Number of Trees	Size of Note
Sapling to under 5"	3	Smallest tree >1 DBH
Between 5" and 11" DBH	12	-
Over 12" DBH	1	Largest tree 18 DBH

Wildlife Assessment

Food Sources:

The following food sources have been observed at Kern Park: Hard mast (e.g. acorns, hickory nuts), soft mast (e.g. raspberries, wineberry; particularly from invasive species), browse (e.g. leaves, twigs, buds), water source (pond), nectar (pollinator meadow), fungus, insects.

Cover Sources:

The following cover sources have been observed at Kern Park: Grasses, herbaceous plants, leaf litter, brush piles (both natural and man-made), rock piles, shrubs, fallen logs, snags (standing dead trees), forest canopy, forest understory (stand dependent), vines.

Changes in Wildlife Behavior:

The most significant change in wildlife behavior been as a result of the pollinator garden installation during the course of this woodland survey. At the beginning of this survey, Kern Park featured a 24,000ft² abandoned tennis court on the north of the property. That tennis court provided no ecological value to the site. Since removing and replacing the tennis court with a wildflower meadow, that section of the woodland has become ecologically productive, providing food and habitat for seed eating birds and insect species.

Wildlife Goals:

1. Support existing wildlife at Kern Park that currently uses invasive species as habitat and food, by providing alternative sources of habitat and food opportunities during invasive species management. This may include planting blackberry, raspberry, and blueberry bramble in the place of burning bush, and creating man-made brush piles to replace the removal of multiflora rose.
2. The significant portion of the Kern Park woodlands is wetlands habitat. As a result, managing for wetland species, particularly endangered turtles and frog species, such as the Spotted turtle Wood turtle Five-lined skink Eastern box turtle, Jefferson salamander, Blue-spotted salamander, Northern spring salamander, Mudpuppy, Northern leopard frog, Eastern spadefoot. This may include management of run-off to reduce pollutants, acidification, and eutrophication.
3. Invertebrates are keystone species in forest and wetland ecosystems. Management for invertebrates include the creation and maintenance of a native pollinator meadow increasing native plant species and diversity, and managing leaf litter for winter habitats.

Wildlife or Sign Observed	Location and habitat type (i.e. forest, field, edge, wetland)	Month/Year Observed
Cabbage White	Field	June 2024
Carolina Wren	Wetland	January 2024
Catbird	Forest	May 2024 June 2024 July 2024
Chipmunk	Edge	February 2024 May 2024
Black-capped Chickadee	Forest	October 2023 November 2023 December 2023 January 2024 March 2024 May 2024 June 2024
Black Bear	All	October 2023 June 2024
Bobcat	Forest	November 2023
Red Fox	Forest	December 2023
Red Spotted Purple	Field	July 2024
Eastern Gray Squirrel	Forest	October 2023 November 2023 December 2023 January 2024 February 2024 March 2024 April 2024 June 2024
Dark-eyed Junco	Forest	December 2023 January 2024 February 2024

Mourning Dove	Wetlands	October 2023 November 2023 December 2023 January 2024
Red-tailed Hawk	Forest	October 2023 November 2023 December 2023 January 2024 April 2024 June 2024
Tufted titmouse	Forest	October 2023 November 2023 December 2023 January 2024 March 2024
Northern Cardinal	Forest	October 2023 November 2023 December 2023 January 2024 April 2024 June 2024
Blue jay	Forest	October 2023 November 2023 December 2023 January 2024 March 2024 April 2024 June 2024
White tail Deer	Forest	December 2023
Screech Owl	Forest	December 2023
Snapping Turtle	Wetlands	September 2023 May 2024
Spring Peepers	Wetlands	September 2023 May 2024 June 2024

Forest Health Assessment

Invasive Species:

The following invasive species have been observed at Kern Park: Oriental Bittersweet, Multiflora Rose, Norway Maple, Burning Bush, Japanese Knotweed, Garlic Mustard, Black Locust, Wineberry, Privets, Tree of Heaven, Autumn Olive, Japanese Barberry, Jumping Worms, *Litylenchus crenatae* ssp. *mccannii*

Insect damage:

The following insect damage has been observed: oak galls (some research suggests oak galls provide photosynthetic benefits to the oak tree), spongy moth tents, decomposition of dead fall and dead/dying snags by insects (natural occurrence).

Pathogens/disease:

The following pathogens and diseases have been identified at Kern Park: Black knot fungus, American Beech Leaf Disease, Beech Bark Disease.

Invasive species:

Significant plant invasive species present (see list above), most likely due to the escaped ornamentals from neighboring landscaped residential properties. Due to the fact that the property is fragmented and surrounded by neighborhoods on two sides, escaped invasive species poses a significant threat to native plant species within Kern Park and the overall health of the forest.

Climate Change Effects:

The impervious surfacing of the adjacent elementary school does not currently have sufficient water infiltration features on-site. As a result, a significant amount of run-off, and the accompanying pollutants, enter Kern Park. This run-off has eroded part of the landscape, killed a number of water-intolerant tree species, such as red oaks, and enters the wetlands without being bio-infiltrated. This run-off adds to the non-point source pollutants of the Pequabuck River Watershed Basin.

Herbivory/Browse:

Evidence of deer browse on vegetation was not observed, such as eaten buds, leaves, and bark. However the lack of an oak understory in some of Kern Park's forest stands may be the result of deer browse as deer have been observed on site.

Woodland Management and Planning

One of the most abundant tree species in Kern Park is the American Beech. American Beech Leaf Disease has begun to impact the American Beech population at Kern Park. This will most likely change the make-up of the forest structure, allowing other species to takeover. Currently however, a significant portion of the canopy cover, wildlife habitat, and carbon sequestration is due to the American Beech. As the American Beech on site is impacted, the forest make-up will significantly change. As with any forest, diversifying the tree species and families present at Kern Park will be critical to ensuring the sustainability of the woodlands regardless of pathogens.

Woodland Services:

A woodland service is a benefit that a woodland provides to people and the environment. Kern Park currently provides the following woodland services: Climate change mitigation/carbon sequestration; Wildlife habitat; Preserving biodiversity; Improved air quality; Watershed protection; Recreational opportunity; Aesthetic value/beauty; Spiritual value. The following is a ranking (in order of importance) of woodland service priorities for Kern Park as assessed by Sarah Larson:

- 1. Watershed Protection**
Improve bio-infiltration of run-off through settling basins and vegetation to intercept run-off.
- 2. Preserving Biodiversity**
Remove invasive species and replace with diverse native species.
- 3. Climate Change Mitigation/Carbon Sequestration**
Remove invasive species to promote native tree growth which sequesters carbon
- 4. Improved Air Quality**
Remove invasive species to promote native tree growth which filters air pollutants.
- 5. Wildlife Habitat**
Create man-made habitat structures to promote cover sources for wildlife.
- 6. Recreational Opportunity**
Maintain trails to promote recreation.
- 7. Aesthetic Value/Beauty**
Maintain and reseed native pollinator meadow to promote aesthetics, among other benefits.
- 8. Spiritual Value**
Maintain barriers between forest and developments in order to maintain a peaceful atmosphere for visitors.
- 9. Economic Benefit to Community**
- 10. Use or sale of timber (i.e. firewood, building materials)**
- 11. Use or sale of non-timber forest products (i.e. maple syrup, edible plants)**
- 12. Legacy**
- 13. Agricultural Use/Farming**

Kern Park Woodland Goals:

1. Increase tree biodiversity

- a. The abundance of American Beech at Kern Park makes the woodland highly susceptible to American Beech Leaf Disease.
 - i. Action 1: Utilize this Woodland Survey to conduct a comprehensive mapping of tree species throughout Kern Park.
 - ii. Action 2: Plant and promote the growth of diverse native tree species throughout Kern Park in order to increase biodiversity.
 - iii. Action 3: Monitor and manage for tree pathogens utilizing industry best practices.
 - iv. Action 4: Partner with conservation agencies to reintroduce resilient species of American Elm, Chestnut, and Ash into the park.

2. Implement an invasive species management program

- a. Due to the fragmented nature of Kern Park's forest, the park is particularly susceptible to invasive species that have encroached into the property from surrounding landscaped residential properties.
 - i. Action 1: Utilize the mapping developed as part of this Woodland Survey to identify invasive species in Kern Park.
 - ii. Action 2: Develop and implement a 5-year invasive species management plan, including physical and chemical interventions.
 - iii. Action 3: Educate neighbors on invasive species identification, management, and wildlife corridors.
 - iv. Action 4: Promote the success of native species in Kern Park, by replacing invasive species with native plantings, to not only reduce bare soil but also fill the environmental niche that the invasive species had been providing (erosion control, wildlife habitat, food, etc.).

3. Improve bio-infiltration of run-off from the school lot

- a. Impervious surfacing from the adjacent elementary school enters the park without infiltration, altering the landscape and reducing water quality.
 - i. Action 1: Monitor storm water run-off from the school lot and record water volume.
 - ii. Action 2: Engineer a bioswale to naturally infiltrate the water using grading to reduce flow and water-infiltrating native plant species.

4. Develop an Operation and Management Plan

- a. The creation of a formalized management plan for Kern Park provides a sustainable model for the stewardship of the land regardless of bureaucratic changes in department and City management.
 - i. Action 1: Identify seasonal maintenance tasks required to maintain the park and promote the identified woodland services (see above).
 - ii. Action 2: Approval of the Operation and Management Plan by the Board of Park Commissioners

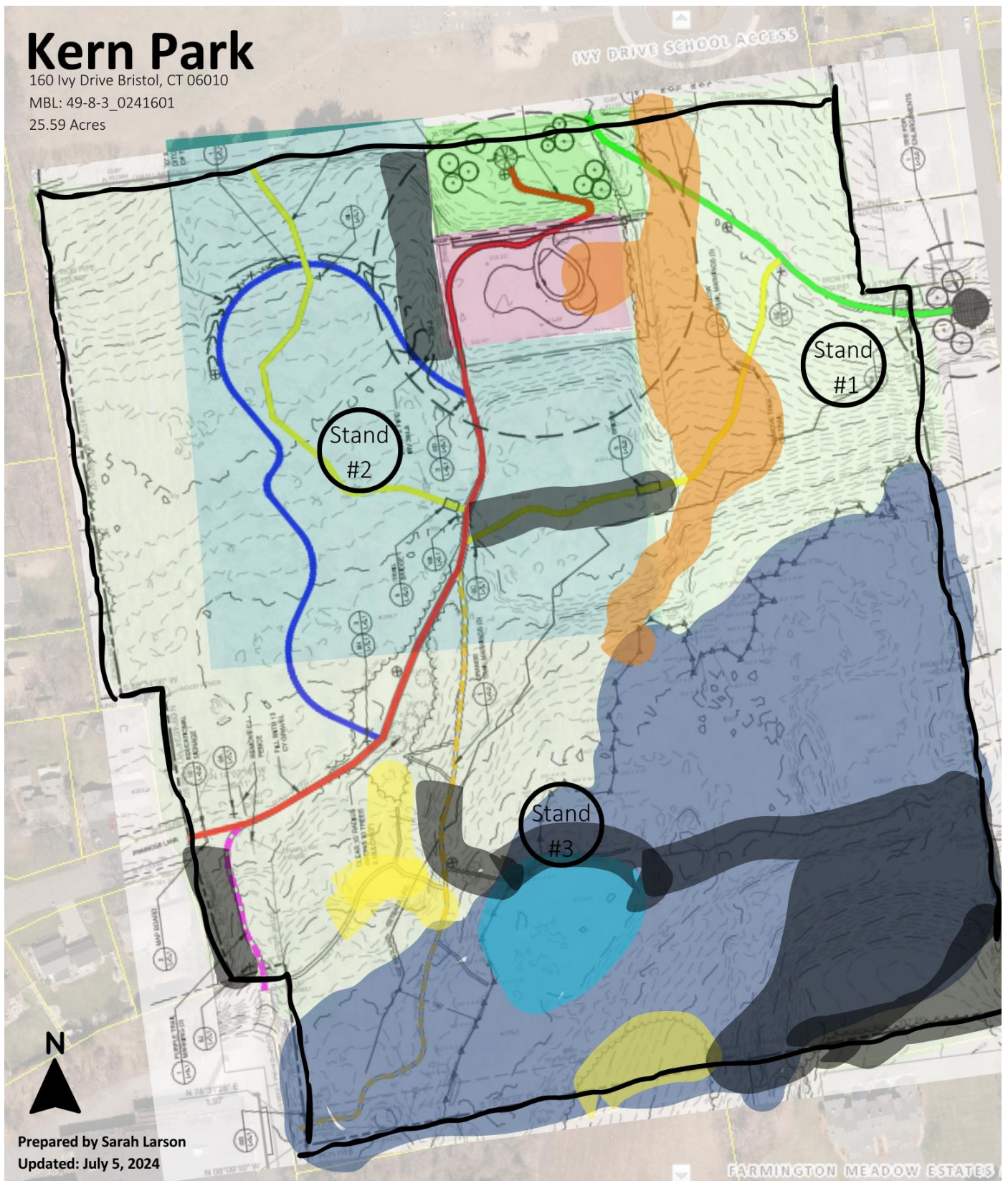
- iii. Action 3: Participate in educational opportunities on woodland management in order to keep up to date on best practices and incorporate them into the plan.

Kern Park

160 Ivy Drive Bristol, CT 06010

MBL: 49-8-3_0241601

25.59 Acres



Prepared by Sarah Larson
Updated: July 5, 2024

Map Key

White Pine Forest	Wetlands	Invasive Species Corridor	Yellow Trail	Green Trail	Boundary
Pollinator Meadow	Pond	Storm Water Run-off	Blue Trail	Red Trail	Tree Survey Plots
Meadow	Beech Forest	Turf Grass	Orange Trail	Pink Trail	

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.

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, facilities and programs 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
Activities	○ Increased # of staff trainings including development of an annual training calendar for all-staff ○ Orientation Program for all new employees designed for each position in the department ○ Cross Training program to allow staff to train and learn how to do tasks performed by other members of the department (to enhance coverage when staff are out) ○ Job Shadow program that allows staff to pick someone to “shadow” for a period of time to learn what they do ○ Work Force Development program that may include customized training opportunities, professional coaching, certification, and more designed to accommodate each specific employees’ goals ○ Annual Gala event that celebrates and showcases staff accomplishments. Friends, families and stakeholders invited to attend ○ Enhanced employee benefits (outside of collective bargaining benefits) such as discounts off department programs	○ Anti-Littering Campaign that may include additional “shaming” signs, education about the effects of littering, etc. ○ Revamp the Bristol Green Team program to create a new “park ambassador” program that is self-directed and allows us to mobilize community members to clean-up. Recognize them for their efforts. ○ Creation of dedicated trash/liter pick-up position (part-time or seasonal roles) dedicated solely to addressing liter ○ Enhanced security systems such as improved lighting, safety call buttons in the parks, upgraded and additional security cameras. Modify security guard program.	○ Prioritization of policy development aligned with CAPRA Accreditation to move us towards being a nationally accredited agency ○ Procedures and practices (manual?) to better document operational procedures and how to perform tasks for greater efficiencies (i.e. park operations/maintenance plans) ○ Financial training program for current and future supervisors to provide additional training on budgeting. A training module for financials, perhaps with a formal certification component. ○ Formal processes for documenting operational costs and cost analysis on operations/buildings ○ Formal inventory system and database that allows staff to catalog and manage assets ○ Enhanced opportunities for staff to contribute to and be familiarized with policies and policy manual

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.

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
Activities	○ Enhanced recruitment strategies by BPRYCS that may include tabling at events where diverse people congregate i.e., Middletown Pride, Latin Festivals, etc. ○ Analysis on all department programs and services with an equity lens. Consider sliding scales and discounts where applicable. ○ Formalized community engagement strategies and approaches to help gain input on department services from diverse community groups	○ Utilize the ADA Transition Plan to inform CIP, fundraising campaigns, and prioritizes to upgrade parks and facilities ○ Make parks and facilities more “welcoming” by improving # of bi-lingual signs, website, messaging/emails ○ Building specific inclusive programs and therapeutic programs designed to support specific special needs ○ Establish design standards for accessibility/inclusion in future playgrounds and other park amenities	○ Develop specific community engagement processes and methodology for soliciting feedback from diverse voices which may include tabling at specific parks or neighborhoods ○ Testimonial campaign that amplifies the voices of diverse park and program users to spread awareness ○ Analysis and development of board member profiles to determine what types of individuals are needed and missing from commissions and boards to help inform elected officials of appointment priorities

GOAL 3: Drive increased and equitable investment in parks as critical community infrastructure resulting in benefits aligned with the 7- dimensions of well-being

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
Activities	○ Public facing campaign: to raise awareness of the 7-dimensions of well-being and how our department influences them. What is our impact. What's our story to the community? ○ Internal adoption of the 7-dimensions: staff education, common language on the 7 dimensions, definitions, a matrix to run programs through and imbed in our program processes for new and existing programs ○ Adopt the benefits-based programming model, align with the 7-dimensions and data collection processes to measure our impact ○ Develop a department "app" that enhances customer experiences resulting in greater access to services and well-being ○ Develop health and wellness interactive mapping system to increase awareness and access geographically to services	○ Develop and prioritize recycling efforts and programs within the department (and in the parks) ○ Long range planning to move fleet to electric and energy efficient vehicles. Electrical charging stations in the parks ○ Plans for solar panels and other energy efficient/green infrastructure improvements at parks and facilities ○ Park stewardship program that engages youth, provides green certification, green internship opportunities, and educational outreach into the summer camps and schools ○ Annual Youth Summit on Saving the Planet. Youth led environmental discussions as a means to raise awareness and empower youth ○ Natural Resource Management plans for the parks (forests, tree canopy/equity, invasive species, habitat restoration and maintenance)	○ Public facing campaign that defines our role as an essential health provider: we need to clearly define our role ourselves, before it can be fully realized by anyone else. ○ Community services strategy and campaign to better communicate available services, and the evolving role of community services. The role in the health spectrum and greater cog in the overall city mental health network

GOAL 4: Educate, develop and engage residents in the community building process to increase impact and capacity for mission delivery.

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	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	BPRYCS forges strong community partnerships that support mission delivery through funding or other resources that help reduce barriers
Activities	○ Branded Park sign project: by 2027 all BPRYCS park signs will be new, branded and bi-lingual (?) ○ Marketing campaign to better promote the parks and what is available. Increased website and interactive features that further define amenities ○ Enhanced QR code program throughout the parks to increase customer opportunities for on-going feedback	○ Volunteer Management: policies, practices for volunteer management. Who oversees them, trains, manages volunteer database, volunteer relations, appreciation events, etc. ○ Coordination of a city-wide volunteer network which includes listings of volunteer opportunities across the city ○ Establish partnerships with local companies to supply volunteers (i.e., ESPN)	○ Foster the development of a Park Foundation or Friends of BPRYCS non-profit: Phase out DOTD? Focus efforts on getting this started similar to what the city did with the Farmers Market? Identify potential board members of stakeholder groups? ○ Strategy for developing and defining community partners; who they are i.e. BBGC, ELCCT, what does the partnership look like, benefits, etc. ○ Developing a donor/partner list to cultivate and manage important relationships. This gets lost in translation over time and during staff transitions. Clear database of who does what for the department. Identifying future partners and sponsors. Written partnership agreements.

