



Board of Park Commissioners
Wednesday, April 20, 2022 at 6:00 p.m.
Youth and Community Services – 51 High Street
Regular Meeting Agenda

- 1. Call to order**
 - a. Attendance
- 2. Acceptance of meeting minutes**
 - a. March 16, 2022 Regular Meeting Minutes
Documents: Attachment A (Pgs. 3-4)
 - b. March 23, 2022 Special Meeting Minutes
Documents: Attachment B (Pg. 5)
- 3. Public participation**
- 4. Employee/Volunteer Recognition & Positive Correspondence**
 - a. April Employee Spotlight:
 - i. Steven Schriver, Landscape Gardener
 - ii. Craig Vibert, Park Maintainer
 - b. Positive Correspondence
Documents: Attachment C (Pg. 6)
- 5. Superintendent's Report**
 - a. Monthly Division Updates
Documents: Attachment D (Pgs. 7-8)
 - b. Project Updates
Documents: Attachment E (Pgs. 10-11)
 - c. Department Financials
Documents: Attachment F (Pgs. 12-16)
- 6. Old business**
 - a. By Commissioners
- 7. New business**
 - a. Review Bristol Blues Summer 2022 Proposals
Documents: Attachment G (Pgs. 17-20)
 - b. Approval of Girl Scouts Pine Lake
Documents: Attachment H (Pgs. 21-24)
 - c. Presentation from Weston and Sampson on preliminary design for Page Park Revitalization
 - d. Consider a modification of summer Board of Park Commissioners meeting schedule
Documents: Attachment I (Pg. 25)
 - e. By Commissioners
- 8. Committee reports**
 - a. Fund Development Committee

- b. Policy Committee
- c. Finance Committee
- d. City Council Liaison updates

9. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Topic: Board of Park Commissioners

Time: Apr 20, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/81385353232?pwd=dFd5N2pYd1pFOTRXKzBnU1JkcWVTZz09>

Meeting ID: 813 8535 3232

Passcode: 298253

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Board of Park Commissioners
Wednesday, March 16th, 2022 at 6:00 p.m.
Youth and Community Services – 51 High Street
Regular Meeting Minutes

1. Call to order

- a. Vice Chair Robert Fiorito called the meeting order at 5:59 p.m.
- b. Attendance

Present: Robert Fiorito, Vice Chair
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Paula O'Keefe, Commissioner

Sarah Larson, Deputy Superintendent

Absent: Mayor Jeffrey Caggiano, Chair
Andrew Howe, City Council Liaison
Robert Lawson, Commissioner
Marie O'Brien, Board of Finance Liaison
Dr. Joshua Medeiros, Superintendent

2. Acceptance of meeting minutes

- a. **MOTION:** Made by: Commissioner Donovan to accept the February 16th, 2022 Regular Meeting Minutes.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

3. Public participation: None

4. Employee/Volunteer Recognition

- a. Deputy Superintendent Larson recognized Beth Regan, Morning Deer, from the Mohegan Tribe for March Employee Spotlight for volunteering her time to lead the department in a training on land stewardship and indigenous people.
- b. Deputy Superintendent Larson also recognized Commissioner Paula O'Keefe as this will be her last Parks Board meeting since she has formally resigned from the board.

5. Superintendent's Report

- a. **MOTION:** Made by Vice Chair Fiorito to accept and place the Superintendent's Report on file.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

6. Old business

- a. By Commissioners:
 - i. Commissioner Donovan inquired about the TEAM Bristol Veterans Memorial Boulevard Bench donation.
 - ii. Commissioner Lamothe inquired about the sliding hill at Rockwell. A special meeting will be scheduled.

- iii. **MOTION:** Made by Vice Chair Fiorito to refer dirt bike and quad use issue at Rockwell Park to Police Commission.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- iv. Vice Chair Fiorito inquired if Board of Finance has approved FY 22-23 budget.
- v. Commissioner Donovan inquired if ARPA funding has been allocated.

7. New business

- a. **MOTION:** Made by Vice Chair Fiorito to conceptually approve QR code project for Veterans Memorial Boulevard.
Seconded by: Commission Bogdanski, all in favor; motion carried.
MOTION: Made by Vice Chair Fiorito to approve annual financial maintenance fee with a maximum of \$700.00.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- b. **MOTION:** Made by Vice Chair Fiorito for final approval of the Blue Star Memorial Program.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- c. **MOTION:** Made by Commission Bogdanski to approve the relocation of the Bristol Farmer's Market to Rockwell Park Amphitheater.
MOTION: Rescinded by Commissioner Bogdanski.
MOTION: Made by Commissioner Donovan to table New Business Item C.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- d. By Commissioners: None.

8. Committee reports

- a. Fund Development Committee: None.
- b. Policy Committee: None.
- c. Finance Committee: None.
- d. City Council Liaison updates: None.

9. Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 7:15 p.m.
Seconded by Commissioner Lamothe, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners
Wednesday, March 23rd, 2022 at 1:00 p.m.
Rockwell Park
Special Meeting Minutes

1. Call to Order

- a. Vice Chair Robert Fiorito called the meeting to order at 12:59 p.m.
- b. Attendance

Present: Robert Fiorito, Vice Chair
Sandra Bogdanski, Commissioner
Andrew Howe, City Council Liaison
Leonard Lamothe, Commissioner

Sarah Larson, Deputy Superintendent
Robert Lincoln, Parks Supervisor
Dr. Joshua Medeiros, Superintendent
Douglas Trillo, Assistant Parks Supervisor

Absent: Mayor Jeffrey Caggiano, Chair
Cynthia Donovan, Commissioner
Robert Lawson, Commissioner

2. New Business:

- a. Commissioners did a site visit of the Rockwell Park Sliding Hill and trails.

3. Adjourn

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 1:24 p.m.
Seconded by Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

ATTACHMENT C

From: Adam Whitlock [mailto:adam.whitlock@bglls.org]
Sent: Saturday, March 19, 2022 12:16 PM
To: Joshua Medeiros <JoshMedeiros@bristolct.gov>; Sarah Larson <SarahLarson@bristolct.gov>; RobertLincoln <RobertLincoln@bristolct.gov>
Subject: Thank you!

Hello Josh, Sarah and Bob,

I wanted to take a moment and thank you and your teams for their guidance, support and assistance. Bob, your help with the field lighting and electrical vendor really put us in a position to handle the project correctly. I wouldn't have known where to begin without your guidance and direction. Doug Trillo's guidance and tutelage with the fields has also been very helpful. Following his recommendations, I am confident that the fields at McCabe will be vibrant, safe, and a great surface for the children to play on.

I am overwhelmed with appreciation for the work that was done the last few days. I had no idea until I visited the fields yesterday. The cleanup effort put us in such a good position to start the season. I don't even know what to say, other than Thank you!

I hope I captured everyone's names that contributed. I believe Rich Klett, Brian Beaudoin, Matt Newton and Craig Vibert all took time to improve the areas in and around the mccabe fields. I have always viewed random acts of kindness as amongst the most sincere forms of kindness. So, please accept my sincere gratitude and appreciation for your assistance, and the support from your teams.

Thank you. I truly appreciate the community in which you are all a major part of.

I hope you have a wonderful weekend. If there is anything I can do for you, or anyone on your team, please call me on it. I'd be happy to be supportive as well.

Thanks again,
Adam Whitlock



Superintendent Report
Board of Park Commissioners
April 20th, 2022

I. Parks, Grounds and Facilities Division Highlights

- The outdoor bathrooms have been opened and portable toilets have been delivered.
- Muzzy is being prepped for 2022 opening, receiving its first application of fertilizer.
- The new Muzzy scoreboard is being installed.
- The piers are being poured for new garbage receptacles on Veterans Memorial Boulevard.
- Nets have been put up, fields have been readied, and volleyball courts have been opened.
- Planting beds have been mulched.
- The Irrigation systems are being serviced and will be up and running.
- Birdhouses have been built and planters have been cleaned and painted.
- Robert Lincoln celebrates his 7th year as Parks Supervisor.
- Tim Rollins, Skilled Craftsman and Rich Klett, Heavy Truck Driver will both be retiring from the Parks Department after many years of service in May 2022.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Fence damaged	Rockwell Dog Park	Repaired
Signs torn down	Riley Field	Reinstalled
Graffiti on rocks	Seymour Park	Cleaned

II. Recreation Division Monthly Report

- The renovation of the pavilion and the installation of the new shed at Pine Lake Adventure Park are completed.
- Numerous interviews were conducted over the last month for multiple summer positions within the Recreation Division.
- Recreation Supervisor Amry Shelby met with Dr. Dietter of the Board of Education and members of the Bristol Boys and Girls club and Indian Rock in regards to Summer Camp and the possibility of enrichment and scholarship opportunities.
- Recreation Supervisor Amry Shelby met with Principal Higgins of Bristol Eastern High School on the logistics of moving Summer Fun Camp to BEHS.

Recreation & Event Measures	March 2021	March 2022
# of youth engaged in recreation programs	142*	232
# of adults engaged in recreation programs	16*	103
Total # of recreation programs running	7*	14

**Registration and programming limited due to COVID-19 limitations. Most classes had to be conducted virtually due to restrictions on the usage of gym space and the weather not being appropriate to hold programs outdoors. Most programs offered were virtual.*

III. Aquatics Division Highlights

- Swim lessons are filled to capacity.
- Aquatics division is working with CRPA to take advantage of a potential DEEP grant to subsidize offering free swim lessons to snap-eligible families.
- Summer programming has launched and registration is very successful thus far.
- Summer hiring is nearing completion.

Aquatics Measures	March 2021	March 2022
# of visits to the Dennis Malone Aquatics Center	1392	1293
# of pool memberships sold	43	52
# program participants	2060*	468

*Swim reservations were required during this time due to COVID, so numbers were higher than usual.

IV. Outreach, Marketing, and Event Highlights

- The 2022 Summer Brochure was created and distributed.
- All division programs were re-categorized at www.BristolRec.com to be organized by age.
- Community Engagement Coordinator Benoit attended and represented the BPRYCS department at the Bristol Chamber of Commerce Health and Wellness Expo at Bristol Eastern High School and handed out summer schedules, program flyers, park maps, and answered questions posed by attendees.
- The National Recreation and Park Association (NRPA) released the April Edition of Parks and Recreation Magazine. The Conservation themed edition included an article written by Community Engagement Coordinator, Erica Benoit. The article, *From Trash to Treasured Public Art*, featured the mural completed by Sugarfox (Stephanie Hongo) at Page Park Pool.
- At the Marketing Meeting held Thursday, March 31st; staff had a refresher on marketing tools and participated in a flyer workshop.

Outreach, Marketing, and Event Measures	March 2021	March 2022
Likes on Facebook	4,204	5,009
Overall email open rate	18%	39%
Email click rate	2%	2%

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Community Clean Up	April 23, 2022	8:00 – 10:00 AM	51 High Street
71st Annual Perry J. Spinelli Fishing Derby	April 30, 2022	7:00 – 10:00 AM	Page Park Lagoon
Mother's Day - Pop Up Artshop (Ages 5 – 8)	April 30, 2022	2:00 – 4:00 PM	Page Park Ski Lodge
All Heart Nests	May 7, 2022	1:00 – 4:00 pm	Mrs. Rockwell's Pavilion

ATTACHMENT D

All Heart Nests	May 7, 2022	1:00 – 4:00 PM	Mrs. Rockwell's Pavilion
30 th Annual Youth Service Recognition Awards	May 11, 2022	Begins at 6:00 PM	Muzzy Field
Dinner on the Diamond	May 21, 2022	5:00 – 8:00 PM	Muzzy Field

ATTACHMENT E

Active Parks, Recreation, Youth and Community Services Projects
Updated: 4/15/2022

Project Name	Description	Status	Anticipated Cost	Funding Source	Target Completion Goal
Basketball/Tennis Repairs	To repair and resurface tennis and basketball courts	Work awarded to Astro Turf for crack repairs and resurfacing at Rockwell, Brackett and Peck Park. Work is expected to commence on or around week of July 4 th but notice of supply chain issues could affect schedule.	\$88,330	\$125,000- capital outlay (1017000).	Early Summer 2022
DMAC Facility Sign	Formal signage of the DMAC; currently no adequate signage for the facility	Vendor is preparing site work spec and will be finalizing building permit shortly. Work is expected to commence late spring.	\$25,000	\$25,000-capital outlay (1017017).	Spring 2022
E.G. Stocks Playground and Casey Field Upgrades	Site enhancements including ADA, court lights, and field upgrades.	A kick-off meeting was held at the end of March. Survey work has begun and a site walk to discuss scope of improvements is being scheduled shortly. Preliminary designs will be developed and put out to bid later this summer.	\$600,000	\$600,000- CIP (3027004).	Summer 2022
Kern Park Planning & Improvements	Design and construction of site improvements	Preliminary preparation work is underway for an RFP for site planning and design work for Kern Park enhancements.	\$300,000	\$300,000- ARPA	Summer-Fall 2022 for planning
Perry J. Spinelli- Phase 2	Phase 2 interior and exterior renovations with a vision of establishing a premier rental facility.	Schematic design and construction documents are under development and expected to be completed in May. Anticipate going out to bid over the summer.	\$600,000	\$600,000-CIP (3027010)	Summer 2022
Page Park Revitalization and Renovation	Utilize the Page Park master plan to fully renovate the park.	Meeting with Weston & Sampson regularly for project discussion and updates. Draft preliminary designs being reviewed by commissioners to establish priorities. Schematic designs to follow.	\$13.6 million (4yr phased approach)	\$2,000,000- CIP (3027010)	Fall 2023 (phase 1 completion)
Pine Lake Improvements	Renovations for the park including prefabricated	Construction of pavilion/storage shed is completed. Prefabricated bathrooms expected to be installed in mid-summer. Funding awarded	\$108,455 prefabricated bathroom,	\$60,000- CAP Project Land,	Summer 2022

ATTACHMENT E

	bathroom and upgraded facilities/amenities.	from ARPA to move forward with additional enhancements park sign, climbing wall, and landscaping.	\$41,063, shed \$8,278	Streets, Bldgs (3021032) \$100,000- Rockwell Park Capital Project (3027014-21C06) \$90,000- Superior Electric Business Interruption \$275,000- ARPA Funding	
Rockwell Park Pavilion-Bathroom Expansion	Establishment of a prefabricated bathroom facility with water connection to reduce reliance on port-o-johns.	Wetlands and building permits secured with work expecting to commence in early May.	\$8,892 for design work. \$134,205 for construction	\$200,000- Rockwell Park Capital Project (3027014-21C06)	Spring 2022
Rockwell Park Enhancements	Establishment of fitness pad, trail and course improvements and ADA work.	Preparation work is underway with Kompan for fitness pad and course improvements. Expecting to go out to bid on other project elements later this year.	\$400,000	\$400,000- ARPA	Summer-Fall 2022
Seymour Park-Tennis/Basketball & Pickleball Conversion	To repair and resurface Seymour Park courts and create 2 pickleball courts.	State contract quote came in at \$380,578. Project is \$135,000 over appropriated amount. Requesting additional project funds for FY 22-23.	\$245,000	\$245,000 –LOCIP (1347000)	TBD- pending further appropriation
Veterans Memorial Boulevard Enhancements	Removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	CT Urban grant awarded and wetlands permits have been secured. Expected to move forward with removal of the courts and creation of the garden in the summer. Additionally, ARPA funding awarded for \$300,000 for ADA work and prefabricated bathrooms.	\$37,000	\$37,000- CT Urban Forest Council Grant \$300,000- ARPA	Summer 2022 for garden, Winter/Spring 2023 for additional work

ATTACHMENT F

04/14/2022 17:30
JazzyaCoakleyCITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORTPg 1
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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-517,940.63	.00	117,940.63	129.5%
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-12,967.50	.00	-10,362.50	55.6%*
0017021 514000 REGULAR WAGES &	421,995	0	421,995	313,930.59	.00	108,064.41	74.4%
0017021 515100 OVERTIME WAGES &	6,100	0	6,100	2,196.69	.00	3,903.31	36.0%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	7,979.92	.00	11,020.08	42.0%
0017021 552100 LIABILITY INSURA	63,800	0	63,800	65,548.58	.00	-1,748.58	102.7%*
0017021 553000 TELEPHONE	4,300	0	4,300	2,792.53	1,507.47	.00	100.0%
0017021 553100 POSTAGE	750	0	750	302.57	.00	447.43	40.3%
0017021 554000 TRAVEL REIMBURSE	500	0	500	579.88	.00	-79.88	116.0%*
0017021 557700 ADVERTISING	8,000	0	8,000	5,399.94	.00	2,600.06	67.5%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	2,129.88	10.87	359.25	85.6%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	2,051.73	.00	-51.73	102.6%*
0017021 581120 CONFERENCES & ME	7,500	0	7,500	5,594.21	.00	1,905.79	74.6%
0017021 583120 ARTS & CULTURE C	0	25,000	25,000	22,258.40	.00	2,741.60	89.0%
0017021 589100 MISCELLANEOUS	0	117,478	117,478	5,000.00	9,562.19	102,915.81	12.4%
TOTAL PARKS ADMINISTRATION	113,115	142,478	255,593	-95,143.21	11,080.53	339,655.68	-32.9%
TOTAL GENERAL FUND	113,115	142,478	255,593	-95,143.21	11,080.53	339,655.68	-32.9%
TOTAL REVENUES	-423,330	0	-423,330	-530,908.13	.00	107,578.13	
TOTAL EXPENSES	536,445	142,478	678,923	435,764.92	11,080.53	232,077.55	
GRAND TOTAL	113,115	142,478	255,593	-95,143.21	11,080.53	339,655.68	-32.9%

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

ATTACHMENT F

04/14/2022 17:31
JazzyaCoakley|CITY OF BRISTOL
|YEAR-TO-DATE BUDGET REPORT|P 1
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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-13,845.00	.00	-16,155.00	46.2%*
0017022 450321 RENTALS	-20,500	0	-20,500	-8,577.50	.00	-11,922.50	41.8%*
0017022 450322 CONCESSION & MIS	-6,500	0	-6,500	-3,551.00	.00	-2,949.00	54.6%*
0017022 450400 MISC CHARGES FOR	-400	0	-400	-50.00	.00	-350.00	12.5%*
0017022 514000 REGULAR WAGES &	1,023,590	0	1,023,590	750,067.61	.00	273,522.39	73.3%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	83,573.21	.00	28,426.79	74.6%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	19,231.42	.00	31,268.58	38.1%
0017022 541000 PUBLIC UTILITIES	68,200	0	68,200	61,956.08	5,043.87	1,200.05	98.2%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	43,709.65	1,290.35	.00	100.0%
0017022 542140 REFUSE	16,000	0	16,000	10,240.07	2,579.93	3,180.00	80.1%
0017022 543000 REPAIRS & MAINT	54,000	0	54,000	44,221.78	9,758.58	19.64	100.0%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	4,450.67	3,524.28	7,025.05	53.2%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	49,556.58	39,866.88	2,576.54	97.2%
0017022 562100 HEATING OIL	11,000	0	11,000	8,237.99	2,762.01	.00	100.0%
0017022 562600 MOTOR FUELS	20,000	0	20,000	16,065.29	468.50	3,466.21	82.7%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	16,005.35	4,670.43	324.22	98.5%
0017022 563100 TIRES	2,000	0	2,000	2,015.03	.00	-15.03	100.8%*
0017022 570905 SMALL EQUIPMENT	10,200	0	10,200	3,715.39	5,431.01	1,053.60	89.7%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	3,227.55	200.00	572.45	85.7%
0017022 581200 VANDALISM	4,000	0	4,000	.00	1,900.00	2,100.00	47.5%
TOTAL PARKS GROUNDS & FACILITIES	1,491,090	0	1,491,090	1,090,250.17	77,495.84	323,343.99	78.3%
TOTAL GENERAL FUND	1,491,090	0	1,491,090	1,090,250.17	77,495.84	323,343.99	78.3%
TOTAL REVENUES	-57,400	0	-57,400	-26,023.50	.00	-31,376.50	
TOTAL EXPENSES	1,548,490	0	1,548,490	1,116,273.67	77,495.84	354,720.49	
GRAND TOTAL	1,491,090	0	1,491,090	1,090,250.17	77,495.84	323,343.99	78.3%

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

ATTACHMENT F

04/14/2022 17:32
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|CITY OF BRISTOL
|YEAR-TO-DATE BUDGET REPORT

|P 1
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FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-281,865	0	-281,865	-148,264.00	.00	-133,601.00	52.6%*
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-29,693.00	.00	-5,307.00	84.8%*
0017023 514000 REGULAR WAGES &	118,760	0	118,760	81,027.69	.00	37,732.31	68.2%
0017023 515100 OVERTIME WAGES &	500	0	500	177.96	.00	322.04	35.6%
0017023 515200 PARTTIME WAGES &	335,000	0	335,000	160,489.24	.00	174,510.76	47.9%
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	59,026.70	17,319.65	48,653.65	61.1%
0017023 557700 ADVERTISING	1,200	0	1,200	286.84	.00	913.16	23.9%
0017023 561800 PROGRAM SUPPLIES	34,000	0	34,000	17,567.55	4,184.39	12,248.06	64.0%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	1,240.00	10.00	.00	100.0%
TOTAL RECREATION	298,845	0	298,845	141,858.98	21,514.04	135,471.98	54.7%
TOTAL GENERAL FUND	298,845	0	298,845	141,858.98	21,514.04	135,471.98	54.7%
TOTAL REVENUES	-316,865	0	-316,865	-177,957.00	.00	-138,908.00	
TOTAL EXPENSES	615,710	0	615,710	319,815.98	21,514.04	274,379.98	
GRAND TOTAL	298,845	0	298,845	141,858.98	21,514.04	135,471.98	54.7%

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

ATTACHMENT F

04/14/2022 17:33
JazzyaCoakley|CITY OF BRISTOL
|YEAR-TO-DATE BUDGET REPORT|P 1
|glytdbud

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-137,476.75	.00	-66,023.25	67.6%*
0017024 514000 REGULAR WAGES &	209,045	0	209,045	157,697.38	.00	51,347.62	75.4%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	2,241.27	.00	3,258.73	40.8%
0017024 515200 PARTTIME WAGES &	375,000	0	375,000	351,886.13	.00	23,113.87	93.8%
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	5,885.35	2,607.25	7.40	99.9%
0017024 541000 PUBLIC UTILITIES	55,000	0	55,000	30,333.66	4,666.34	20,000.00	63.6%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	13,267.16	6,732.84	500.00	97.6%
0017024 543000 REPAIRS & MAINT	35,000	0	35,000	7,644.12	7,583.88	19,772.00	43.5%
0017024 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017024 561400 MAINT SUPPLIES &	25,000	0	25,000	9,296.68	9,122.97	6,580.35	73.7%
0017024 561800 PROGRAM SUPPLIES	15,000	-651	14,349	9,605.01	4,308.47	435.52	97.0%
0017024 562100 HEATING OIL	1,700	0	1,700	1,616.69	783.31	-700.00	141.2%*
0017024 562200 NATURAL GAS	27,300	0	27,300	23,629.69	1,370.31	2,300.00	91.6%
0017024 581120 CONFERENCES & ME	2,500	651	3,151	2,785.83	.00	365.17	88.4%
TOTAL AQUATICS	577,045	0	577,045	478,412.22	37,175.37	61,457.41	89.3%
TOTAL GENERAL FUND	577,045	0	577,045	478,412.22	37,175.37	61,457.41	89.3%
TOTAL REVENUES	-203,500	0	-203,500	-137,476.75	.00	-66,023.25	
TOTAL EXPENSES	780,545	0	780,545	615,888.97	37,175.37	127,480.66	
GRAND TOTAL	577,045	0	577,045	478,412.22	37,175.37	61,457.41	89.3%

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

ATTACHMENT F

04/14/2022 17:37
JazzyaCoakley|CITY OF BRISTOL
|YEAR-TO-DATE BUDGET REPORT|P 1
|glytbud

FOR 2022 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132 PINE LAKE ADVENTURE PARK FUND							
1321032 PINE LAKE ADVENTURE PARK							
1321032 422004 CHALLENGE COURSE	-115,000	0	-115,000	.00	.00	-115,000.00	.0%*
1321032 460000 INTEREST INCOME	0	0	0	-10.96	.00	10.96	100.0%
1321032 515100 OVERTIME WAGES &	985	0	985	.00	.00	985.00	.0%
1321032 515300 SEASONAL WAGES	90,765	0	90,765	.00	.00	90,765.00	.0%
1321032 531000 PROFESSIONAL FEE	8,000	0	8,000	.00	.00	8,000.00	.0%
1321032 543200 EQUIPMENT MAINTENANCE	6,750	0	6,750	.00	.00	6,750.00	.0%
1321032 553100 POSTAGE	400	0	400	.00	.00	400.00	.0%
1321032 555000 PRINTING & BINDING	3,000	0	3,000	.00	.00	3,000.00	.0%
1321032 561400 MAINT SUPPLIES &	1,350	0	1,350	.00	.00	1,350.00	.0%
1321032 561800 PROGRAM SUPPLIES	1,550	0	1,550	.00	.00	1,550.00	.0%
1321032 569000 OFFICE SUPPLIES	100	0	100	.00	.00	100.00	.0%
1321032 581135 SCHOOLING & EDUCATION	2,100	0	2,100	.00	.00	2,100.00	.0%
TOTAL PINE LAKE ADVENTURE PARK	0	0	0	-10.96	.00	10.96	100.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	-10.96	.00	10.96	100.0%
TOTAL REVENUES	-115,000	0	-115,000	-10.96	.00	-114,989.04	
TOTAL EXPENSES	115,000	0	115,000	.00	.00	115,000.00	
GRAND TOTAL	0	0	0	-10.96	.00	10.96	100.0%

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

4/14/22

Dear Parks Board Members,

Thank you for the opportunity to discuss these items regarding the Bristol Blues and Muzzy Field during next weeks meeting on April 20th 4/20. These ideas would add value for our fans and organization and we appreciate you taking them into consideration.

- We'd like to mount a TV outside the concessions stand behind first base line. We'd work with professionals to find the best way to mount it on the brick (where there is will, there is a way!) We would have the TV in an enclosure that is custom made and all weather. It would have a lock on it. This will allow us to share concession menus, upcoming events, recognize sponsors etc.
- We'd like to utilize the space that is currently used for ADA seating on the first base line for groups of fans up to 22. We would move ADA seating to either the picnic area or the bleachers on the left field line which are both ADA accessible. We would like to have a shelf built that would be mounted to the back brick wall, standing height to keep beverages on. This would be a great area for group gatherings with a fantastic view of the field. One thing to discuss is if we would need higher fencing here.

Attached you will find our home game schedule and sponsorship packages. If you or a friend is interested in supporting us please reach out to me!

Sincerely,

Sarah Lucian

Director of Community Relations
Bristol Blues



SPONSORSHIP

bristolbluesbaseball.com

Established in 2015 in *The All Heart City* of Bristol CT, we are a 501(c)(3) registered nonprofit and members of the **New England Collegiate Baseball League**. We'll be welcoming 35 enthusiastic college players who've been scouted from across the country, and will be staying with host families this summer. Our wood-bat league plays a 44 game season with **22 home games** being held at Historic Muzzy Field. Blues players, founders, staff and volunteers are all looking forward to welcoming over 30,000 fans from around CT this year!

Bristol native
Jagger
Duquette will
be pitching
for us

#2 Collegiate
team in the
league

\$6 Game
tickets that
can be used
at any game

Our brick
faced
grandstand
can hold
3,500 fans

BABE RUTH WAS THE FIRST TO HIT A HOME RUN AT MUZZY FIELD IN 1919



Our first home game is on **Thursday, June 9th**, and we're thrilled to be partnering with multiple businesses and nonprofits for engaging promotional nights that bring awareness to local initiatives. Our goal this season is to bring as many families as possible to Muzzy Field, and light up the ballpark with cheers, laughter and homeruns!

Classic
baseball
concessions

Craft Beer

Dugout
parties with
unlimited
food



SPONSORSHIP

bristolbluesbaseball.com

We are a 501(c)(3) registered nonprofit with a **mission** of providing our fans from around CT with a one-of-a-kind Baseball Experience

\$20,000+ Presenting Sponsor	Benefits
	• Custom premier signage • Outfield wall large signage (7.5x16) • Concourse banner (5x2) • Website homepage banner top of fold • Full page program book + pocketbook calendar logo • Social Media recognition throughout season • Opportunity for private party up to 30 guests • 100 free tickets
\$10,000 World Series Sponsor	
	• Custom signage on bullpen • Outfield wall large signage (7.5x16) • Concourse banner (5x2) • Full page program book ad • Social media + website recognition • Opportunity for private party up to 20 guests • 75 free tickets
\$5,000 Grand Slam Sponsor	
	• Outfield wall large signage (7.5x16) • Concourse banner (5x2) • Full page program book ad, website + social recognition • Private Party for up to 10 • 50 free tickets
\$3,500 Homerun Sponsor	
	• Outfield wall large signage (7.5x16) • Concourse banner (5x2) • Half page program book ad, website + social recognition • 35 free tickets
\$750 Bases Loaded Sponsor	
	• Concourse banner (5x2) • Quarter Page program book, website + social recognition • 25 Free tickets

Contact Sarah Lucian, Director of Community Relations to support the Blues!

SarahL.BristolBlues@gmail.com or 203-695-5780

BRISTOL BLUES 2022 HOME GAME SCHEDULE

Date:	Day:	Time:	Opponent:	Main Promo
6/9/22	Thursday	6:30: PM	Danbury	Opening Night
6/10/22	Friday	6:30: PM	Sanford	Hometown Heroes Night (Central High State Champs Feature)
6/14/22	Tuesday	6:30: PM	Valley	Pride Night
6/15/22	Wednesday	6:30: PM	Danbury	Alzheimers Night
6/17/22	Friday	6:30: PM	Vineyard	United Way Night
6/18/22	Saturday	6:30: PM	North Adams	Bristol Girls Little League Softball
6/19/22	Sunday	5:30: PM	Ocean State	Fathers Day
6/23/22	Thursday	6:30: PM	Valley	Red and Blue Night
6/24/22	Friday	6:30: PM	Vermont	Ascension Athletics & Teacher Appreccion Night
6/25/22	Saturday	6:30: PM	North Shore	Little League Night
6/29/22	Wednesday	6:30: PM	North Adams	Multiple Sclerosis Awareness
7/2/22	Saturday	6:30: PM	Keene State	Military Appreciation
7/3/22	Sunday	5:30: PM	Winnepesauke	City of Bristol Night Fireworks sponsored
7/6/22	Wednesday	6:30: PM	Danbury	Wolcott Little League
7/7/22	Thursday	6:30: PM	Newport	New Departure Night/Old Timers Night
7/10/22	Sunday	5:30: PM	Valley	Bark in the Park
7/14/22	Thursday	6:30: PM	North Adams	Pink Night
7/18/22	Monday	6:30: PM	Valley	TBD
7/20/22	Wednesday	6:30: PM	Danbury	Christmas in July
7/21/22	Thursday	6:30: PM	Mystic	Thirsty Thursday
7/23/22	Saturday	6:30: PM	Upper Valley	Bike Night
7/29/22	Friday	6:30: PM	North Adams	Fan Appreciation

Sarah Larson

From: Christine Hoffman <bristolsum@snet.net>
Sent: Thursday, April 7, 2022 10:17 PM
To: Sarah Larson
Subject: Re: Girl Scout Event

We would like to hold the event on Tuesday, June 14th. Set up to begin at 5:30 p.m. and the event to start 6:00 p.m. and run until 7:30/8:00 p.m. with clean up to follow. We will be singing songs and making smores over a fire. The girls may exchange swaps (small handmade pins) as a show of friendship.

Do we attend this board meeting or does the board discuss the request and then make a decision? I didn't ask if there was a fee for using this location, if so, what would it be?

Let me know if you need additional information.

Thank you.

Christine Hoffman
860-620-7382

On Thursday, April 7, 2022, 01:13:31 PM EDT, Sarah Larson <sarahlarson@bristolct.gov> wrote:

Christine,

I think Pine Lake might be a good location for this event. We will need Board of Park Commissioner's approval for the event. If you are interested in proceeding with this event, please send me the date, time, and description of the activities and I will have it on the April agenda for you.

Best,

Sarah Larson, CPRP

Deputy Superintendent

[Pronouns: She, Her, Hers](#)

Department of Parks, Recreation, Youth and Community Services

City of Bristol

51 High Street

ATTACHMENT H

Bristol, CT 06010

860-584-6160

sarahlarson@bristolct.gov



From: Christine Hoffman [mailto:bristolsum@snet.net]

Sent: Tuesday, April 5, 2022 10:08 AM

To: Sarah Larson <SarahLarson@bristolct.gov>

Subject: Re: Girl Scout Event

We usually hold it on a weeknight during the week of June 6-10, but that isn't etched in stone. If something else is available we could possibly work with it.

Chris

On Tuesday, April 5, 2022, 09:22:44 AM EDT, Sarah Larson <sarahlarson@bristolct.gov> wrote:

Christine,

When are you looking to have this event?

ATTACHMENT H

Best,

Sarah Larson, CPRP

Deputy Superintendent

[Pronouns: She, Her, Hers](#)

Department of Parks, Recreation, Youth and Community Services

City of Bristol

51 High Street

Bristol, CT 06010

860-584-6160

sarahlarson@bristolct.gov



From: Christine Hoffman [<mailto:bristolsun@snet.net>]

Sent: Tuesday, April 5, 2022 9:14 AM

To: Sarah Larson <SarahLarson@bristolct.gov>

Subject: Girl Scout Event

Hi Sarah,

ATTACHMENT H

Every year we would hold an event called Songs & S'mores for the Bristol Scouts. We would go up to Camp Carlson and have a fire to make s'mores and sing camp songs. Since the camp is no longer viable, I was wondering if there is a property where we could hold the same type of activity. Is there a park that has or would we be able to bring in a portable fire pit and run this type of activity?

When I drive on Woodland Street, there is that park behind Page that always seems to be available. I know there isn't a fire ring there but would we be able to bring a portable ring? Would we need to get a permit to have a fire?

Please share any ideas you may have. I would like to keep this activity in Bristol if possible.

Thank you for your consideration.

Christine Hoffman

Bristol Girl Scouts

860-620-7382



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

RECEIVED
2021 DEC 16 PM 4:19
TOWN AND CITY CLERK
BRISTOL, CT

To: Therese Pac, Town & City Clerk

From: Board of Park Commissioners
(Name of Board or Commission)

Contact Person: Jazzya Coakley Telephone Number: 860-584-6267

Address: 111 N. Main Street Bristol, CT 06010 2nd Floor

E-mail Address: jazzyacoakley@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Board of Park Commissioners
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
January 2022	19 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
February 2022	16 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
March 2022	16 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
April 2022	20 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
May 2022	18 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
June 2022	15 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
July 2022	20 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
August 2022	17 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
September 2022	14 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
October 2022	19 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
November 2022	16 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
December 2022	21 st	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually
January 2023	18 th	6:00 p.m. Youth & Community Services Building – 51 High Street & Virtually

Yours truly,

Chair

Recording Secretary

12/15/2021
(Date)