



Board of Park Commissioners
Policy Committee
Wednesday, April 20, 2022 at 5:00 p.m.
Youth and Community Services – 51 High Street
Special Meeting Agenda

1. Call to Order

- a. Attendance

2. Approval of meeting minutes

- a. Policy Committee February 16, 2022 Special Meeting Minutes
Documents: Attachment A (Pgs. 2-3)

3. Old Business

- a. By Commissioners

4. New Business

- a. Ed Swicklas Employee Garden Park
 - i. Policy
Documents: Attachment B (Pg. 4)
 - ii. Retired Employee Working List
Documents: Attachment C (Pg. 5)
 - iii. Updates on plaque, monument and associated costs
Documents: Attachment D (Pg. 6)
- b. Community Engagement Plan Policy (strategic plan objective 3a)
Documents: Attachment E (Pgs. 7-9)
- c. ADA Transition Plan (strategic plan objective 1b)
Documents: Attachment F (Pgs. 10-36)
- d. Loose Needles Collection Policy
Documents: Attachment G (Pgs. 37-39)
- e. Addressing Homelessness Encampments in Public Parks
Documents: Attachment H (Pgs. 40-41)
- f. By Commissioners

5. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Policy Committee
Wednesday, February 16th, 2022 at 5:00 p.m.
Youth and Community Services – 51 High Street
Special Meeting Minutes

1. Call to Order

- a. Chair Robert Fiorito called the meeting to order at 5:03 p.m.
- b. Attendance

Present: Robert Fiorito, Chair
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Andrew Howe, City Council Liaison

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

Absent: Mayor Jeffrey Caggiano

2. Approval of meeting minutes

- a. **MOTION:** Made by Commission Donovan to accept the Building & Maintenance Committee September 8, 2021 Special Meeting Minutes.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

3. Old Business

- a. By Commissioners: None.

4. New Business

- a. Superintendent Medeiros presented the Policy Committee with Strategic Plan goals where priority setting and discussion followed.
- b. Muzzy Field Scoreboard Replacement and review of new donation policy
 - i. **MOTION:** Made by Chair Fiorito to discuss replacing the Muzzy Field scoreboard.
Seconded by: Commissioner Donovan, all in favor; motion carried. Discussion followed.
 - ii. **MOTION:** Made by Chair Fiorito to accept the new scoreboard for Muzzy Field donated from Thomaston Savings Bank.
Seconded by: Commissioner Donovan, all in favor; motion carried.
- c. The commission discussed the policy and monument logistics for the Ed Swicklas Employee Garden Park. Discussion will continue at the April meeting. Commissioner

ATTACHMENT A

Lamothe donated \$1000.00 towards the Ed Swicklas Employee Monument. No referral to Fund Development Committee was made at this time.

d. By Commissioners: None.

5. Adjourn

- a. **MOTION:** Made by Chair Fiorito to adjourn the meeting at 5:57 p.m.
Seconded by: Commissioner Donovan, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

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New Policy: Ed Swicklas Employee Garden Commemoration

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

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 4/20/2022

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).

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ATTACHMENT C

Employee	Last Name	First Name	Job Class	Job Class Desc	Inactive Date	Inactive Reason	Terminated Date	Terminated Reason	Hire Date	Years of Service for the City	Years of Service for the Dept.	Dept. Date	Original Hire Date
2300	SOUICY-FIELD	ROBERT	1010	GROUP LEADER			9/12/2009	RET	11/10/1971	38	38	11/10/1971	11/10/1971
	DIVAL	DOUGLAS	1020	MECHANIC			6/27/2008	RET	6/26/1972	36	36	6/26/1972	6/26/1972
2608	BONIN	DAVID		SEMI-SKILLED TECH			4/6/2010	RET	TRANS FROM PW	30	28	5/4/1982 or 8/9/1982	4/28/1980
2373	KEMP	ALLEN	1010	GROUP LEADER			6/28/2018	RET	TRANS IN 4/9/1990	30	28	4/9/1990	8/1/1988
	DAVIS	RONALD	1010	GROUP LEADER			8/12/2006	RET	10/1/1979	27	27	10/1/1979	10/1/1979
	BOI	JOHN	1090	SKILLED UTILITY CRAFTSMAN			11/2/2006	RET	TRANS FROM PW	27	25	5/11/1981 or 11/9/1981	7/16/1979
	PATTERSON	ROBERT	1090	SKILLED UTILITY CRAFTSMAN			7/7/2004	RET	9/29/1975	29	25	10/29/1979	9/29/1975
1467	MURRONE	JAMES	1010	GROUP LEADER			6/30/2010	RET	TRANS FROM PW	35	24 or 3	4/7/1986 or 1/3/2007	3/3/1975
1668	SWICKLAS	EDWARD	2800	SUPERINTENDENT	3/2/2017	RET	3/2/2017	RET	05/22/1992	24	24	5/22/1992	5/22/1992
	MONAHAN	JACK	1420	SEMI-SKILLED TECH			1/12/2008	RET	TRANS	33	22 or 15	5/12/1986 or 7/1/1993	11/3/1975
	BACHAND, JR.	IRA		MACHINE OPERATOR			7/30/1991	RET	6/3/1959	32	32	6/3/1959	6/3/1959
	SANTORSO	NANCY	2015	SR. ADMIN ASST.			11/29/2011	RET	TRANS FROM BUILDING	24	21	11/1/1990	10/13/1987
	CARRANO	NUNSEY		SEMI-SKILLED TECH			10/11/1990	RET	9/28/1970	20	20	9/28/1970	9/28/1970
736	CICCIO	JAMES	1010	GROUP LEADER	8/2/2019	RET	8/2/2019	RET	06/27/1994	25	20	7/19/1999	6/27/1994
2391	BISSONNETTE	DANIEL	1421	PARK MAINTAINER	8/11/2016	RETD	8/11/2016	RETD	01/07/1991	25	18	2/24/1998	1/7/1991
	MALONE	DENNIS		SUPERINTENDENT			10/19/1998	DEC	9/8/1980	18	18	9/8/1980	9/8/1980
2809	LAMOTHE	LEONARD	1090	SKILLED UTILITY CRAFTSMAN			3/18/2016	RET	TRANS FROM PW	20	17	4/28/1999	6/17/1996
	MASSEI	JOHN		CARPENTER			8/2/1994	RET	3/19/1958	36	36	3/19/1958	3/19/1958
	PATRIZI	ALFERIO		GROUP LEADER			11/20/1997	RET	10/17/1966	31	31	10/17/1966	10/17/1966
6037	COTE	MARK	1010	GROUP LEADER	2/27/2021	RET	2/27/2021	RET	05/17/2004	16	13	2/25/2008	5/17/2004
4927	FRANCE	ALLEN	1360	LANDSCAPE GARDENER-PARK	10/8/2016	RET	10/8/2016	RET	12/21/2001	14	8	9/15/2008	12/21/2001
3276	NOCERA	CARMELA	2015	OFFICE COORDINATOR	3/3/2018	RET	3/3/2018	RET	01/05/1999	19	7	12/12/2011	1/5/1999

don't meet years of service in dept. criteria
 had transfers between depts. or rehires

Plaque Language Draft
Ed Swicklas Employee Garden Park

Established in 2022 by the Board of Park Commissioners, this park honors and recognizes the contributions and achievements of retired Superintendent of Parks and Recreation, Ed Swicklas, and City of Bristol Parks, Recreation, Youth and Community Services employees who have dedicated their careers to building our parks, programs and services into a true gift for our residents to enjoy. Individuals honored on this plaque have given 15 or more years of service to the department. We thank them for their commitment to the City of Bristol and its park system!

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New Policy: Community Engagement Plan- Design and Development of Parks and Recreational Amenities

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

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 4/20/2022

Purpose

Aligned with our 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)

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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

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	project. Posters or visuals should be available.
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.

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)

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Americans with Disabilities Act (ADA) Transition Plan
Department of Parks, Recreation, Youth and Community
Services

Bristol, Connecticut

March 16, 2022

51 High Street, Bristol, CT 06010

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ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services

Introduction

Transition Plan Need and Purpose

The [Americans with Disabilities Act \(ADA\)](#) is a civil rights law prohibiting discrimination against individuals on the basis of disability. It was enacted on July 26, 1990, and was amended in 2008 with the ADA Amendments Act. The ADA consists of five titles outlining protections in the following areas:

- I. Employment
- II. State and local government services
- III. Public accommodations
- IV. Telecommunications
- V. Miscellaneous Provisions

Title II of ADA pertains to the programs, activities and services provided by public entities. Bristol Parks, Recreation, Youth and Community Services (BPRYCS) must comply with this section of the Act, as it specifically applies to public service agencies. Title II of ADA states that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.” ([42 USC Sec. 12132](#); [28 CFR Sec. 35.130](#))

As required by Title II of ADA ([28 CFR Part 35 Sec. 35.105 and Sec. 35.150](#)), BPRYCS has conducted a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way; and has developed this Transition Plan detailing the methods to be used to ensure compliance with ADA accessibility requirements.

ADA and its Relationship to Other Laws

Title II of ADA is companion legislation to two previous federal statutes and regulations: the [Architectural Barriers Act \(ABA\) of 1968](#) and [Section 504 of the Rehabilitation Act of 1973](#).

The Architectural Barriers Act of 1968 is a Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Section 504 of the Rehabilitation Act of 1973 is a Federal law that protects qualified individuals from discrimination based on their disability. The nondiscrimination requirements of the law apply to employers and organizations that receive financial assistance from any Federal Department’s or agency. Title II of ADA extended this coverage to all state and local government entities, regardless of whether they receive federal funding or not.

Agency Requirements

Under Title II, BPRYCS must meet these general requirements:

- Must operate their programs so that, when viewed in their entirety, the programs are accessible to and useable by individuals with disabilities [[28 CFR Sec. 35.150](#)].
- May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [[28 CFR Sec. 35.130 \(a\)](#)].
- Must make reasonable modifications in policies, practices and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [[28 CFR Sec. 35.130\(b\)\(7\)](#)].
- May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [[28 CFR Sec. 35.130\(b\)\(iv\) & \(d\)](#)].
- Must take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others [[29 CFR Sec. 35.160\(a\)](#)].
- Must designate at least one responsible employee to coordinate ADA compliance [[28 CFR Sec. 35.107\(a\)](#)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [[28 CFR Sec. 35.107\(a\)](#)].
- Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II to applicants, participants, beneficiaries, employees, and other interested persons [[28 CFR Sec. 35.106](#)]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [[28 CFR Sec. 104.8\(a\)](#)].
- Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [[28 CFR Sec. 35.107\(b\)](#)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

Designation of Responsibility

In accordance with [28 CFR 35.107\(a\)](#), BPRYCS has designated the following person to serve as ADA Title II Coordinator, to oversee the Department's policies and procedures:

Name Sarah Larson Job Title Deputy Superintendent

ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services

In accordance with [28 CFR 35.150\(d\)\(3\)](#), BPRYCS has designated the following person to serve as ADA Transition Plan Implementation Coordinator, to monitor the Department's progress and manage review and updates of this document:

Name Sarah Larson Job Title Deputy Superintendent

Contact information is provided in Appendix E.

Training is an important tool for ensuring compliance with ADA requirements. The ADA Coordinators will identify resources and opportunities for agency employees at various levels to receive ADA-related training appropriate to their job functions.

Self-Evaluation

Overview

Under Title II of the ADA ([28 CFR Sec. 35.105](#)), public entities are required to perform a self-evaluation of their current services, policies and practices with regard to accessibility. The goal of the self-evaluation is to verify that, in managing its programs and facilities, the agency is providing accessibility and not adversely affecting the full participation of individuals with disabilities.

The intent of the ADA self-evaluation is to review the agency's entire public program, including all facilities on public property and within public rights-of-way, in order to identify any obstacles or barriers to accessibility that need to be addressed. The general categories of items to be evaluated include:

- Communications, Information & Facility Signage.
- Building Facilities – these include offices, garages and other types of buildings.
- Pedestrian Facilities (Pedestrian Circulation Routes / Pedestrian Access Routes) – these include sidewalks, curb ramps, bicycle/pedestrian trails, traffic control signals and bus stops (and/or other transit facilities) that are located within the Department's rights-of-way.

Public entities are required to provide an opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments [[28 CFR Sec. 35.105\(b\)](#)].

Furthermore, a public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;

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- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Process & Findings

In February of 2021, BPRYCS completed a self-evaluation of its services, programs, activities, and facilities on public property and within public rights-of-way with regard to accessibility. Detailed inventories and findings from this review are provided in Appendix A, under the headings of Communications (A1), Building Facilities (A2) and Pedestrian Facilities (A3).

An important component of the self-evaluation process is the identification of obstacles or barriers to accessibility, and the corresponding modifications that will be needed to remedy these items. The following sections provide a summary of improvements that have already been made, and obstacles that the Department plans to address as part of this Transition Plan.

Communications, Information & Facility Signage

Title II of ADA includes the following requirements regarding Communications.

General ([28 CFR Sec. 35.160](#))

- A public entity shall take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others.
- A public entity shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by a public entity.
- In determining what type of auxiliary aid and service is necessary, a public entity shall give primary consideration to the requests of the individual with disabilities.

Information and Signage ([28 CFR Sec. 35.163](#))

- A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.
- A public entity shall provide signage at all inaccessible entrances to each of its facilities, directing users to an accessible entrance or to a location at which they can obtain information about accessible facilities. The international symbol for accessibility shall be used at each accessible entrance of a facility.

Other examples of important communication items/devices include Accessible Pedestrian Signals (APS) used at intersections, and signs, pavement markings and other traffic control devices used to provide advance warning and positive guidance in the vicinity of construction, maintenance or utility work areas/zones that impact sidewalks, crosswalks or other pedestrian

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access routes. The *Pedestrian Checklist and Considerations for Temporary Traffic Control Zones* provides an overview of pedestrian-related considerations to enhance safety and accessibility for these types of situations. Appendix A3 of this Transition Plan provides additional information about communication items related to Pedestrian Facilities / Public Rights-of-Way.

The Department has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The findings from this evaluation are provided in Appendix A1.

Improvement Schedule

Moving forward, BPRYCS plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

<i>Communications, Information & Facility Signage</i>	
Item/Description	Description of Accessibility Improvement Projects / Methods
Year 1 (2022)	Installation of auxiliary aids at Memorial Boulevard and Arts & Culture Projects
Year 2 -5 (2023-2029)	Facility Signage, Website

Building Facilities and Related Parking Lots/Facilities

The BPRYCS is responsible for the following facilities:

- Brackett Park
- Casey Field/Stocks Playground
- Dennis Malone Aquatics Center – 325 Mix Street, Bristol, CT 06010
- Federal Hill Green
- Hoppers and Birge Pond Nature Preserve
- Kern Park
- Memorial Boulevard
- Mix Street Field
- Muzzy Field
- Nelson's Field
- Page Park
- Peck Park
- Pine Lake
- Quinlan Park

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- Roberts Property
- Rockwell Park
- Seymour Park
- Wilson Field

In recent years, the Department has implemented the following accessibility improvements to its building facilities:

- *Renovated Page Park Pavilion to current ADAAG standards (2021)*
- *Renovated Page Park Pool to current ADAAG standards, including a zero depth entry (2020)*
- *Installed accessible pathways at Muzzy Field (2019)*

The Department has conducted a detailed accessibility evaluation of each of its building facilities, and related parking lots/areas, based on the [ADA Checklist for Existing Facilities](#) publication. The findings from this evaluation are provided in Appendix A2. The accessibility barriers/issues identified as currently existing have been ranked in order of priority for improvement.

Improvement Schedule

Moving forward, the BPRYCS plans to implement improvements for the following items that have been identified as potential obstacles to accessibility.

<i>Building Facilities and Related Parking Lots/Facilities</i>	
Schedule	Description of Accessibility Improvement Projects / Methods
Year 1 (2022)	Page Park Pavilion Accessibility, Stocks Playground Accessibility, Seymour Park Accessibility
Year 2 (2023)	Page Park Accessibility, Stocks Playground Accessibility
Years 3 – 5 (2024 to 2030)	Page Park Accessibility, Kern Park Accessibility, Federal Hill Green Accessibility, Peck Park Accessibility, Rockwell Park Accessibility, Roberts Property Accessibility, Hopper and Birge Pond Nature Preserve Accessibility, Memorial Boulevard Accessibility, Wilson Field Accessibility

Pedestrian Facilities / Public Rights-of-Way

As part of the self-evaluation process, BPRYCS has conducted an inventory and evaluation of pedestrian facilities within its public rights-of-way, which consist of the following:

- 9.06 miles of sidewalks
- 70 curb ramps
- 17 crosswalks
- 21.69 miles of bicycle/pedestrian trails

A detailed evaluation of these facilities with regard to accessibility compliance is provided in Appendix A3, and will be updated every 2 years.

Previous Practices

Since the adoption of the ADA, BPRYCS has striven to provide accessible pedestrian features as part of the Department's capital improvement projects. As additional information was made available regarding the methods of providing accessible pedestrian features, the Department updated its procedures to accommodate these methods.

In recent years, the Department has implemented the following accessibility improvements to its pedestrian facilities:

- *Installed ADAAG compliant curb cuts at Rockwell Park (2021)*
- *Reconstructed sidewalks for ADAAG compliance at Muzzy Field (2021)*

Methodology

BPRYCS will utilize two methods for upgrading pedestrian facilities to current ADA standards. The first and most comprehensive method is through scheduled street and utility improvement projects through the Department of Public Works. All pedestrian facilities impacted by these projects will be upgraded to current ADA accessibility standards.

The second method is through specific sidewalk and ADA accessibility improvement projects that are identified individually. These projects will be incorporated into the Capital Improvement Program (CIP) on a case-by-case basis as determined by BPRYCS staff. The Department's CIP, which includes a detailed schedule and budget for specific improvements, is included in Appendix B.

Policy

BPRYCS's goal is to continue to provide accessible pedestrian design features as part of its capital improvement projects. The Department has adopted ADA design standards and

procedures as listed in Appendix F. These standards and procedures will be kept up-to-date with nationwide and local best management practices.

The Department will consider and respond to all accessibility improvement requests. All accessibility improvements that are deemed reasonable will be scheduled consistent with transportation priorities. The Department will coordinate with external agencies to ensure that all new or altered pedestrian facilities within the Department jurisdiction are ADA compliant to the maximum extent feasible.

Maintenance of pedestrian facilities within the public rights-of-way will continue to follow the policies set forth by the Department. Examples of typical maintenance items relating to accessibility include: snow removal and ice control for sidewalks, sidewalk repair, and renewal of crosswalk markings. Detailed information is provided in Appendix A3.

Requests for accessibility improvements can be submitted to the ADA Title II Coordinator or Transition Plan Implementation Coordinator. Contact information is provided in Appendix E.

Priority Areas

BPRYCS has identified specific locations as priority areas for planned accessibility improvement projects. The priority areas as identified in the self-evaluation are as follows:

- Page Park
- Stocks Playground
- Seymour Park

Additional priority will be given to any location where an improvement project or alteration was constructed after January 26, 1991, and accessibility features were omitted.

External Agency Coordination

Many other agencies are responsible for pedestrian facilities within the jurisdiction of BPRYCS. The Department will coordinate with those agencies to assist with identifying and facilitating elimination of accessibility barriers along their routes.

Improvement Schedule

BPRYCS has established the following schedule of goals for improving the accessibility of its pedestrian facilities within the Department jurisdiction:

- Within 10 years (2022 to 2032), 100% of the pedestrian facility features constructed after January 26, 1991 are to be ADA compliant.

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- Within 10 years (2022 to 2032), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the priority areas identified by Department staff are to be ADA compliant.
- Within 20 years (2022 to 2042), 80% of all pedestrian facility features (including those constructed on or before January 26, 1991) within the entire jurisdiction of Department are to be ADA compliant.

Based on results from the self-evaluation of pedestrian facilities, the BPRYCS has prepared a **curb ramp installation schedule** to address specific locations where accessibility improvements are needed. A copy of this schedule is included in Appendix A3.

Public Outreach

BPRYCS recognizes that public participation is an important component in the development of this transition plan. Input from the community has been gathered and used to help define priority areas for improvements within the jurisdiction of BPRYCS.

Public outreach for preparation of this document has consisted of the following activities:

- Statistically valid survey
- Site Analysis
- Outreach to the Commission for Persons with Disabilities

This document was also made available for public comment. Appendix C provides a summary of comments received and detailed information regarding the public outreach activities.

Public Notice of ADA Requirements and Grievance Procedure

Under the Americans with Disabilities Act, each agency is required to publish its responsibilities with regard to ADA compliance. A draft of this public notice is provided in Appendix D.

If users of BPRYCS's facilities and services believe the Department has not provided a reasonable accommodation, they have the right to file a grievance. In accordance with [28 CFR Sec. 35.107\(b\)](#), the Department has developed a grievance procedure for the purpose of the prompt and equitable resolution of citizens' complaints or concerns. This grievance procedure is outlined in Appendix D.

Progress Monitoring and Transition Plan Management

This Transition Plan is considered to be a living document that will continue to be updated as conditions within the Department evolve. The initial schedule is to formally review the

ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services

complete document (main body and appendices) at least once per year, to identify any need for updates. Updates to the appendices or attachments may be made more frequently as needed. Any substantive updates to the main body of this document will include a public comment period to continue the Department's public outreach efforts.

The BPRYCS recognizes that ADA compliance is an ongoing responsibility which will require monitoring to identify future accessibility issues that may be encountered. For example, facilities that currently meet ADA requirements could fall out of compliance in the future due to factors such as damage, disrepair, or changes within public rights-of-way that could create new accessibility obstacles. Therefore, the ADA Title II Coordinator and Transition Plan Implementation Coordinator will establish an on-going monitoring/inspection program to ensure that facilities continue to comply with ADA requirements. Agency employees will also be encouraged to report any accessibility concerns or deficiencies that are identified.

Formal Adoption of ADA Transition Plan

This ADA Transition Plan is hereby adopted by the Board of Park Commissioners, effective _____ of 2022.

Signed:

ADA Title II Coordinator

Date

ADA Transition Plan Implementation Coord.

Date

Board of Park Commissioner Chair

Date

Appendices

A. Self-Evaluation

A1. Communications, Information & Facility Signage

A2. Building Facilities & Related Parking Lots/Facilities

A3. Pedestrian Facilities / Public Rights-of-Way

B. Schedule and Budget Information

C. Public Outreach

D. Public Notice of ADA Requirements and Grievance Procedure

E. Contact Information

F. Agency ADA Design Standards and Improvement/Compliance Procedures

G. Glossary of Terms

Appendix A – Self-Evaluation

A public entity that employs 50 or more persons is required, for at least three years following the completion of the self-evaluation, to maintain on file and make available for public inspection:

- A list of the interested persons consulted;
- A description of areas examined and any problems identified; and,
- A description of any modifications made.

Self-evaluation regarding the Department's ADA compliance was conducted as part of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

Descriptions of areas examined, problems identified and any modifications made are listed in the following sections A1, A2 and A3.

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A1. Communications, Information & Facility Signage

The Department has conducted a detailed evaluation of its communications, information and facility signage with regard to the ADA Title II requirements. The results can be found in the Site Analysis section of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

A2. Building Facilities & Related Parking Lots/Facilities

The Department has conducted a detailed accessibility evaluation of each of its buildings, based on the ADA Checklist for Existing Facilities publication. The results can be found in the Site Analysis section of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

A3. Pedestrian Facilities / Public Rights-of-Way

The Department has conducted a detailed accessibility evaluation of pedestrian facilities within the agency's public rights-of-way. The results can be found in the Site Analysis section of the Department's Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

Appendix B – Schedule and Budget Information

Overview

Based on the accessibility obstacles/issues identified through the self-evaluation process, and the need to implement improvements in order to comply with ADA accessibility standards, the BPRYCS has prepared the following schedule and budget estimates.

Discussion & Improvement Project Information

As indicated in the table on the following page, the Estimated Total Cost associated with providing ADA accessibility within the categories of Communications, Building Facilities and Pedestrian Facilities is \$10,000,000. This amount represents a significant investment that BPRYCS is committed to making in the upcoming years. A systematic approach to providing accessibility will be taken in order to accommodate this cost within the Department's budget for accessibility improvements.

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Project Name	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49	2049/50	2050/51	2051/52	2052/53	2053/54	2054/55	2055/56	2056/57	2057/58	2058/59	2059/60	2060/61	2061/62	2062/63	2063/64	2064/65	2065/66	2066/67	2067/68	2068/69	2069/70	2070/71	2071/72	2072/73	2073/74	2074/75	2075/76	2076/77	2077/78	2078/79	2079/80	2080/81	2081/82	2082/83	2083/84	2084/85	2085/86	2086/87	2087/88	2088/89	2089/90	2090/91	2091/92	2092/93	2093/94	2094/95	2095/96	2096/97	2097/98	2098/99	2099/00	2100/01	2101/02	2102/03	2103/04	2104/05	2105/06	2106/07	2107/08	2108/09	2109/10	2110/11	2111/12	2112/13	2113/14	2114/15	2115/16	2116/17	2117/18	2118/19	2119/20	2120/21	2121/22	2122/23	2123/24	2124/25	2125/26	2126/27	2127/28	2128/29	2129/30	2130/31	2131/32	2132/33	2133/34	2134/35	2135/36	2136/37	2137/38	2138/39	2139/40	2140/41	2141/42	2142/43	2143/44	2144/45	2145/46	2146/47	2147/48	2148/49	2149/50	2150/51	2151/52	2152/53	2153/54	2154/55	2155/56	2156/57	2157/58	2158/59	2159/60	2160/61	2161/62	2162/63	2163/64	2164/65	2165/66	2166/67	2167/68	2168/69	2169/70	2170/71	2171/72	2172/73	2173/74	2174/75	2175/76	2176/77	2177/78	2178/79	2179/80	2180/81	2181/82	2182/83	2183/84	2184/85	2185/86	2186/87	2187/88	2188/89	2189/90	2190/91	2191/92	2192/93	2193/94	2194/95	2195/96	2196/97	2197/98	2198/99	2199/00	2200/01	2201/02	2202/03	2203/04	2204/05	2205/06	2206/07	2207/08	2208/09	2209/10	2210/11	2211/12	2212/13	2213/14	2214/15	2215/16	2216/17	2217/18	2218/19	2219/20	2220/21	2221/22	2222/23	2223/24	2224/25	2225/26	2226/27	2227/28	2228/29	2229/30	2230/31	2231/32	2232/33	2233/34	2234/35	2235/36	2236/37	2237/38	2238/39	2239/40	2240/41	2241/42	2242/43	2243/44	2244/45	2245/46	2246/47	2247/48	2248/49	2249/50	2250/51	2251/52	2252/53	2253/54	2254/55	2255/56	2256/57	2257/58	2258/59	2259/60	2260/61	2261/62	2262/63	2263/64	2264/65	2265/66	2266/67	2267/68	2268/69	2269/70	2270/71	2271/72	2272/73	2273/74	2274/75	2275/76	2276/77	2277/78	2278/79	2279/80	2280/81	2281/82	2282/83	2283/84	2284/85	2285/86	2286/87	2287/88	2288/89	2289/90	2290/91	2291/92	2292/93	2293/94	2294/95	2295/96	2296/97	2297/98	2298/99	2299/00	2300/01	2301/02	2302/03	2303/04	2304/05	2305/06	2306/07	2307/08	2308/09	2309/10	2310/11	2311/12	2312/13	2313/14	2314/15	2315/16	2316/17	2317/18	2318/19	2319/20	2320/21	2321/22	2322/23	2323/24	2324/25	2325/26	2326/27	2327/28	2328/29	2329/30	2330/31	2331/32	2332/33	2333/34	2334/35	2335/36	2336/37	2337/38	2338/39	2339/40	2340/41	2341/42	2342/43	2343/44	2344/45	2345/46	2346/47	2347/48	2348/49	2349/50	2350/51	2351/52	2352/53	2353/54	2354/55	2355/56	2356/57	2357/58	2358/59	2359/60	2360/61	2361/62	2362/63	2363/64	2364/65	2365/66	2366/67	2367/68	2368/69	2369/70	2370/71	2371/72	2372/73	2373/74	2374/75	2375/76	2376/77	2377/78	2378/79	2379/80	2380/81	2381/82	2382/83	2383/84	2384/85	2385/86	2386/87	2387/88	2388/89	2389/90	2390/91	2391/92	2392/93	2393/94	2394/95	2395/96	2396/97	2397/98	2398/99	2399/00	2400/01	2401/02	2402/03	2403/04	2404/05	2405/06	2406/07	2407/08	2408/09	2409/10	2410/11	2411/12	2412/13	2413/14	2414/15	2415/16	2416/17	2417/18	2418/19	2419/20	2420/21	2421/22	2422/23	2423/24	2424/25	2425/26	2426/27	2427/28	2428/29	2429/30	2430/31	2431/32	2432/33	2433/34	2434/35	2435/36	2436/37	2437/38	2438/39	2439/40	2440/41	2441/42	2442/43	2443/44	2444/45	2445/46	2446/47	2447/48	2448/49	2449/50	2450/51	2451/52	2452/53	2453/54	2454/55	2455/56	2456/57	2457/58	2458/59	2459/60	2460/61	2461/62	2462/63	2463/64	2464/65	2465/66	2466/67	2467/68	2468/69	2469/70	2470/71	2471/72	2472/73	2473/74	2474/75	2475/76	2476/77	2477/78	2478/79	2479/80	2480/81	2481/82	2482/83	2483/84	2484/85	2485/86	2486/87	2487/88	2488/89	2489/90	2490/91	2491/92	2492/93	2493/94	2494/95	2495/96	2496/97	2497/98	2498/99	2499/00	2500/01	2501/02	2502/03	2503/04	2504/05	2505/06	2506/07	2507/08	2508/09	2509/10	2510/11	2511/12	2512/13	2513/14	2514/15	2515/16	2516/17	2517/18	2518/19	2519/20	2520/21	2521/22	2522/23	2523/24	2524/25	2525/26	2526/27	2527/28	2528/29	2529/30	2530/31	2531/32	2532/33	2533/34	2534/35	2535/36	2536/37	2537/38	2538/39	2539/40	2540/41	2541/42	2542/43	2543/44	2544/45	2545/46	2546/47	2547/48	2548/49	2549/50	2550/51	2551/52	2552/53	2553/54	2554/55	2555/56	2556/57	2557/58	2558/59	2559/60	2560/61	2561/62	2562/63	2563/64	2564/65	2565/66	2566/67	2567/68	2568/69	2569/70	2570/71	2571/72	2572/73	2573/74	2574/75	2575/76	2576/77	2577/78	2578/79	2579/80	2580/81	2581/82	2582/83	2583/84	2584/85	2585/86	2586/87	2587/88	2588/89	2589/90	2590/91	2591/92	2592/93	2593/94	2594/95	2595/96	2596/97	2597/98	2598/99	2599/00	2600/01	2601/02	2602/03	2603/04	2604/05	2605/06	2606/07	2607/08	2608/09	2609/10	2610/11	2611/12	2612/13	2613/14	2614/15	2615/16	2616/17	2617/18	2618/19	2619/20	2620/21	2621/22	2622/23	2623/24	2624/25	2625/26	2626/27	2627/28	2628/29	2629/30	2630/31	2631/32	2632/33	2633/34	2634/35	2635/36	2636/37	2637/38	2638/39	2639/40	2640/41	2641/42	2642/43	2643/44	2644/45	2645/46	2646/47	2647/48	2648/49	2649/50	2650/51	2651/52	2652/53	2653/54	2654/55	2655/56	2656/57	2657/58	2658/59	2659/60	2660/61	2661/62	2662/63	2663/64	2664/65	2665/66	2666/67	2667/68	2668/69	2669/70	2670/71	2671/72	2672/73	2673/74	2674/75	2675/76	2676/77	2677/78	2678/79	2679/80	2680/81	2681/82	2682/83	2683/84	2684/85	2685/86	2686/87	2687/88	2688/89	2689/90	2690/91	2691/92	2692/93	2693/94	2694/95	2695/96	2696/97	2697/98	2698/99	2699/00	2700/01	2701/02	2702/03	2703/04	2704/05	2705/06	2706/07	2707/08	2708/09	2709/10	2710/11	2711/12	2712/13	2713/14	2714/15	2715/16	2716/17	2717/18	2718/19	2719/20	2720/21	2721/22	2722/23	2723/24	2724/25	2725/26	2726/27	2727/28	2728/29	2729/30	2730/31	2731/32	2732/33	2733/34	2734/35	2735/36	2736/37	2737/38	2738/39	2739/40	2740/41	2741/42	2742/43	2743/44	2744/45	2745/46	2746/47	2747/48	2748/49	2749/50	2750/51	2751/52	2752/53	2753/54	2754/55	2755/56	2756/57	2757/58	2758/59	2759/60	2760/61	2761/62	2762/63	2763/64	2764/65	2765/66	2766/67	2767/68	2768/69	2769/70	2770/71	2771/72	2772/73	2773/74	2774/75	2775/76	2776/77	2777/78	2778/79	2779/80	2780/81	2781/82	2782/83	2783/84	2784/85	2785/86	2786/87	2787/88	2788/89	2789/90	2790/91	2791/92	2792/93	2793/94	2794/95	2795/96	2796/97	2797/98	2798/99	2799/00	2800/01	2801/02	2802/03	2803/04	2804/05	2805/06	2806/07	2807/08	2808/09	2809/10	2810/11	2811/12	2812/13	2813/14	2814/15	2815/16	2816/17	2817/18	2818/19	2819/20	2820/21	2821/22	2822/23	2823/24	2824/25	2825/26	2826/27	2827/28	2828/29	2829/30	2830/31	2831/32	2832/33	2833/34	2834/35	2835/36	2836/37	2837/38	2838/39	2839/40	2840/41	2841/42	2842/43	2843/44	2844/45	2845/46	2846/47	2847/48	2848/49	2849/50	2850/51	2851/52	2852/53	2853/54	2854/55	2855/56	2856/57	2857/58	2858/59	2859/60	2860/61	2861/62	2862/63	2863/64	2864/65	2865/66	2866/67	2867/68	2868/69	2869/70	2870/71	2871/72	2872/73	2873/74	2874/75	2875/76	2876/77	2877/78	2878/79	2879/80	2880/81	2881/82	2882/83	2883/84	2884/85	2885/86	2886/87	2887/88	2888/89	2889/90	2890/91	2891/92	2892/93	2893/94	2894/95	2895/96	2896/97	2897/98	2898/99	2899/00	2900/01	2901/02	2902/03	2903/04	2904/05	2905/06	2906/07	2907/08	2908/09	2909/10	2910/11	2911/12	2912/13	2913/14	2914/15	2915/16	2916/17	2917/18	2918/19	2919/20	2920/21	2921/22	2922/23	2923/24	2924/25	2925/26	2926/27	2927/28	2928/29	2929/30	2930/31	2931/32	2932/33	2933/34	2934/35	2935/36	2936/37	2937/38	2938/39	2939/40	2940/41	2941/42	2942/43	2943/44	2944/45	2945/46	2946/47	2947/48	2948/49	2949/50	2950/51	2951/52	2952/53	2953/54	2954/55	2955/56	2956/57	2957/58	2958/59	2959/60	2960/61	2961/62	2962/63	2963/64	2964/65	2965/66	2966/67	2967/68	2968/69	2969/70	2970/71	2971/72	2972/73	2973/74	2974/75	2975/76	2976/77	2977/78	2978/79	2979/80	2980/81	2981/82	2982/83	2983/84	2984/85	2985/86	2986/87	2987/88	2988/89	2989/90	2990/91	2991/92	2992/93	2993/94	2994/95	2995/96	2996/97	2997/98	2998/99	2999/00	3000/01	3001/02	3002/03	3003/04	3004/05	3005/06	3006/07	3007/08	3008/09	3009/10	3010/11	3011/12	3012/13	3013/14	3014/15	3015/16	3016/17	3017/18	3018/19	3019/20	3020/21	3021/22	3022/23	3023/24	3024/25	3025/26	3026/27	3027/28	3028/29	3029/30	3030/31	3031/32	3032/33	3033/34	3034/35	3035/36	3036/37	3037/38	3038/39	30
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Appendix C – Public Outreach

Public Outreach regarding the Department’s ADA compliance was conducted as part of the Department’s Master Plan (adopted February 2020). The Master plan and its findings can be found [here](#).

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Appendix D – Public Notice of ADA Requirements and Grievance Procedure

As required by the Americans with Disabilities Act, the Department has posted the following notice outlining its responsibilities with regard to ADA compliance.

Public Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, BPRYCS will not discriminate against qualified individuals on the basis of disability in Department's services, programs or activities.

Employment: The Department does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act (ADA).

Effective Communication: The Department will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Department's programs, services and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.

Modifications to Policies and Procedures: The Department will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all Department programs, services and activities. For example, individuals with service animals are welcomed in Department offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Department program, service or activity, should contact the office of the ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event: Sarah Larson, Deputy Superintendent, 51 High Street, Bristol, CT 06010, 860-584-6160.

The ADA does not require the Department to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The Department will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Grievance Procedure (Source: www.ada.gov)

Bristol Parks, Recreation, Youth and Community Services

Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Department of Parks, Recreation, Youth and Community Services. The City of Bristol's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Sarah Larson
Deputy Superintendent
51 High Street
Bristol, CT 06010

Within 15 calendar days after receipt of the complaint, *Sarah Larson* or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Sarah Larson or *her* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Bristol Parks, Recreation, Youth and Community Services and offer options for substantive resolution of the complaint.

If the response by *Sarah Larson* or *her* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Board of Park Commissioners' Policy Subcommittee or *its* designee.

Within 15 calendar days after receipt of the appeal, the Board of Park Commissioners' Policy Subcommittee or *its* designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Park Commissioners' Policy Subcommittee or *its* designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services

All written complaints received by *Sarah Larson* or *her* designee, appeals to the Board of Park Commissioners' Policy Subcommittee or its designee, and responses from these two offices will be retained by the City of Bristol for at least three years.

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Appendix E – Contact Information

ADA Title II Coordinator

Name: Sarah Larson

Job Title: Deputy Superintendent

Office Address: 51 High Street, Bristol, CT 06010

Phone: 860-584-6280

Fax: 860-584-6163

E-mail: sarahlarson@bristolct.gov

ADA Transition Plan Implementation Coordinator

Name: Sarah Larson

Job Title: Deputy Superintendent

Office Address: 51 High Street, Bristol, CT 06010

Phone: 860-584-6280

Fax: 860-584-6163

E-mail: sarahlarson@bristolct.gov

Board of Park Commissioners

Name: Policy Sub-Committee

Office Address: 51 High Street, Bristol, CT 06010

Phone: 860-584-6160

Fax: 860-584-6163

E-mail: parksandrecreation@bristolct.gov

Appendix F – Agency ADA Design Standards and Improvement/ Compliance Procedures

ADA Resources and Design Standards

[Federal Highway Administration \(FHWA\) - Civil Rights - ADA/Section 504](#)

[Americans with Disabilities Act Accessibility Guidelines \(ADAAG\)](#)

[Public Rights-of-Way \(PROWAG\) Notice of Proposed Rule Making, July 26, 2011](#)

[Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way \(PROWAG\)](#)

[2010 ADA Standards for Accessible Design](#)

[ADA Checklist for Existing Facilities](#)

[ADA Best Practices Tool Kit for State and Local Governments](#)

[ADA Update: A Primer for State and Local Governments](#)

[Americans with Disabilities Act of 1990, as Amended \(2008\)](#)

[Title 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services](#)

Improvement/Compliance Procedures

The challenge of dealing with physical or site constraints in alteration projects has been recognized by the authors of ADA accessibility standards for years. The Civil Rights Division of the U.S. Department of Justice has recognized that there could be instances where it might be technically infeasible to construct an alteration in full and strict compliance with ADA accessibility standards, because of physical or site constraints. In such circumstances, state and local agencies must provide accessibility to the maximum extent feasible. Before reaching a conclusion about technical infeasibility, state and local agencies need to consider the extent to which physical or site constraints could be addressed by alternative designs. The burden of proving technical infeasibility rests with the agency/owner that is responsible for the facility, element or feature.

Intersection Corners

The Department will work in good faith to have curb ramps or blended transitions constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for an intersection corner to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those intersection corners will remain on the transition plan. As future projects or opportunities arise, those intersection corners shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each intersection corner shall be made as compliant as possible in accordance with the judgment of Department staff.

Sidewalks / Trails

The Department will work in good faith to have sidewalks and bicycle/pedestrian trails constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for segments of sidewalks or trails to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those segments will remain on the transition plan. As future projects or opportunities arise, those segments shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each sidewalk or trail shall be made as compliant as possible in accordance with the judgment of Department staff.

Traffic Control Signals

The Department will work with the Bristol Police Department in good faith to have traffic control signals constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual traffic control signal locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full compliance can be achieved in all cases, each traffic signal control location shall be made as compliant as possible in accordance with the judgment of Bristol Police Department staff.

Bus Stops

The Department will work with the Department of Public Works in good faith to have bus stops constructed or upgraded to achieve ADA compliance within all capital improvement projects. There may be limitations which make it technically infeasible for individual bus stop locations to achieve full accessibility within the scope of a project. If so, those limitations will be noted and those locations will remain on the transition plan. As future projects or opportunities arise, those locations shall continue to be incorporated into future work. Regardless of whether full

ADA Transition Plan for Bristol Parks, Recreation, Youth and Community Services

compliance can be achieved in all cases, each bus stop location shall be made as compliant as possible in accordance with the judgment of the Department of Public Works staff.

Other policies, practices and programs

The Department's other policies, practices and programs not identified in this document will follow the applicable ADA standards.

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Appendix G – Glossary of Terms

ABA: See Architectural Barriers Act.

ADA: See Americans with Disabilities Act.

ADA Transition Plan: Transportation system plan that identifies accessibility needs, the process to fully integrate accessibility improvements, and aims to ensure that all transportation facilities, services, programs, and activities are accessible to all individuals.

ADAAG: See Americans with Disabilities Act Accessibility Guidelines.

Accessible: A facility that provides access to people with disabilities using the design requirements of the ADA.

Accessible Pedestrian Signal (APS): A device that communicates information about the WALK phase in audible and vibrotactile formats.

Alteration: A change to a facility in the public right-of-way that affects or could affect access, circulation, or use. An alteration must not decrease or have the effect of decreasing the accessibility of a facility or an accessible connection to an adjacent building or site.

Americans with Disabilities Act (ADA): Civil rights legislation passed in 1990 and effective July 1992. The ADA sets design guidelines for accessibility to public facilities, including sidewalks and trails, by individuals with disabilities.

Americans with Disabilities Act Accessibility Guidelines (ADAAG): Contains scoping and technical requirements for accessibility to buildings and public facilities by individuals with disabilities under the Americans with Disabilities Act (ADA) of 1990.

APS: See Accessible Pedestrian Signal.

Architectural Barriers Act (ABA): Federal law that requires facilities designed, built, altered or leased with Federal funds to be accessible. The Architectural Barriers Act marks one of the first efforts to ensure access to the built environment.

Capital Improvement Program (CIP): The CIP for a public agency typically includes an annual capital budget and a five-year plan for funding the new construction and reconstruction projects on the agency's transportation system.

Detectable Warning: A surface feature of truncated domes, built in or applied to the walking surface to indicate an upcoming change from pedestrian to vehicular way.

DOJ: See United States Department of Justice.

Federal Highway Administration (FHWA): A branch of the U.S. Department of Transportation that administers the federal-aid Highway Program, providing financial assistance to states to construct and improve highways, urban and rural roads, and bridges.

FHWA: See Federal Highway Administration.

Pedestrian Access Route (PAR): A continuous and unobstructed walkway within a pedestrian circulation path that provides accessibility.

Pedestrian Circulation Route (PCR): A prepared exterior or interior way of passage provided for pedestrian travel.

PROWAG: An acronym for the *Guidelines for Accessible Public Rights-of-Way* issued in 2005 by the U.S. Access Board. This guidance addresses roadway design practices, slope and terrain related to pedestrian access to walkways and streets, including crosswalks, curb ramps, street furnishings, pedestrian signals, parking and other components of public rights-of-way.

Right-of-Way: A general term denoting land, property, or interest therein, usually in a strip, acquired for the network of streets, sidewalks and trails creating public pedestrian access within a public entity's jurisdictional limits.

Section 504: The section of the Rehabilitation Act that prohibits discrimination by any program or activity conducted by the federal government.

Uniform Federal Accessibility Standards (UFAS): Accessibility standards that all federal agencies are required to meet; includes scoping and technical specifications.

United States Access Board: An independent federal agency that develops and maintains design criteria for buildings and other improvements, transit vehicles, telecommunications equipment, and electronic and information technology. It also enforces accessibility standards that cover federally-funded facilities.

United States Department of Justice: Federal executive Department's responsible for enforcement of the law and administration of justice (also referred to as the Justice Department's or DOJ).



New Policy: Loose Needle Collection Policy

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

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 4/20/2022

Objectives

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.



New Policy: Addressing Homeless Encampments in Public Parks

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

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 4/20/2022

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 introduce themselves and ask if they are interested in speaking to our Community Services Coordinator to review available resources and support's. 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 Aubrey Minkler, 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.

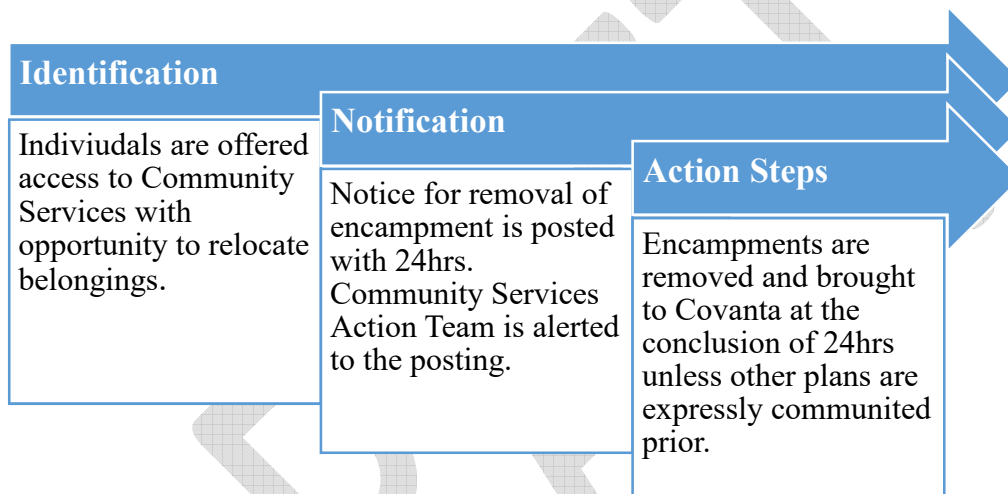
Step 2: Notification- After consultation with the Community Services Coordinator the staff member will post the notice of removal form in a secure location on the encampment. The notice informs the

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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

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