

CANCELLED



Board of Park Commissioners
Policy Committee
Thursday, May 12, 2022 at 4:00 p.m.
Muzzy Field - Muzzy Street
Special Meeting Agenda

1. Call to Order

- a. Attendance

2. Approval of meeting minutes

- a. Policy Committee April 20, 2022 Special Meeting Minutes
Documents: Attachment A (Pgs. 2-3)

3. Old Business

- a. Review of May Policy Recommendations to full Board of Park Commissioners
 - i. Ed Swicklas Employee Garden Park
Documents: Attachment: B (Pg. 4)
 - ii. Community Engagement Plan
Documents: Attachment C (Pgs. 5-7)
 - iii. Addressing Homelessness Encampments
Documents: Attachment D (Pgs. 8-10)
- b. By Commissioners

4. New Business

- a. Bristol Blues proposals for Muzzy Field
- b. Risk Management Policies
Documents: Attachment E (Pgs. 11-26)
- c. By Commissioners

5. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Policy Committee
Wednesday, April 20, 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 5:01 p.m.
- b. Attendance

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

Dr. Joshua Medeiros, Superintendent

2. Approval of meeting minutes

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

3. Old Business

- a. By Commissioners: None.

4. New Business

- a. Ed Swicklas Employee Garden Park
 - i. **MOTION:** Made by Commissioner Donovan to accept the signage and policy for the Ed Swicklas Employee Garden Park and refer to Board of Park Commissioners for approval.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
 - ii. Policy Committee discussed the Retired Employee Working List.
 - iii. Chair Fiorito provided updates on plaque, monument, and associated costs.
Discussion followed.
MOTION: Made by Commissioner Donovan to accept the Ed Swicklas Employee Garden Park plaque language.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- b. Superintendent Medeiros presented the Community Engagement Plan Policy (strategic plan objective 3a). Discussion followed.
MOTION: Made by Commissioner Donovan to approve the Community Engagement Plan Policy.

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

- c. Superintendent Medeiros presented the ADA Transition Plan (strategic plan objective 1b). Discussion followed.

MOTION: Made by Commissioner Donovan to accept the ADA Transition Plan.

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

- d. Superintendent Medeiros presented the Loose Needles Collection Policy. Discussion followed.

MOTION: Made by Commissioner Donovan to approve the Loose Needles Collection Policy.

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

- e. Superintendent Medeiros presented new policy Addressing Homelessness Encampments in Public Parks. Discussion followed.

MOTION: Made by Commissioner Donovan to accept the Addressing Homelessness Encampments Policy with the addition of translating the policy in Spanish and looking into additional contacts to add to the Community Services Action Team.

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

- f. By Commissioners: None.

5. Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 5:40 p.m.

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

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

ATTACHMENT B

Employee Name	Ending Position	Hire Date w/City	Retire Date	Years Parks Service
Ira Bachand, Jr	Machine Operator	6/3/1959	7/30/1991	32
Daniel Bissonnette	Park Maintainer	1/7/1991	8/11/2016	18
John Boi	Skilled Utility Craftsman	7/16/1979	11/2/2006	25
David Bonin	Semi-Skilled Tech	4/28/1980	4/6/2010	28
Nunsey Carrano	Semi-Skilled Tech	9/28/1970	10/11/1990	20
James Ciccio	Group Leader	6/27/1994	8/2/2019	20
Harry Cole	Unconfirmed	9/7/1965	8/2/1989	15
Douglas Duval	Mechanic	6/26/1972	6/27/2008	36
Ronald Davis	Group Leader	10/1/1979	8/12/2006	27
Robert Eschner	Unconfirmed	12/20/1971	4/24/1986	15
Anthony Guerriero	Unconfirmed	7/1/1950	1/3/1990	40
Joseph Hebert	Unconfirmed	2/3/1969	12/12/1991	22
Allen Kemp	Group Leader	8/1/1988	6/28/2018	28
Richard Klett	Heavy Truck Driver	12/23/1997	5/17/2022	15
Leonard Lamothe	Skilled Utility Craftsman	6/17/1996	3/18/2016	17
Dennis Malone	Superintendent	9/8/1980	10/19/1998	18
John Massei	Carpenter	3/19/1958	8/2/1994	36
Jack Monahan	Semi-Skilled Tech	11/3/1975	1/12/2008	22 or 15
James Murrone	Group Leader	3/3/1975	6/30/2010	24 or 3
Robert Patterson	Skilled Utility Craftsman	9/29/1975	7/7/2004	25
Alferio Patrizi	Group Leader	10/17/1966	11/20/1997	31
Tim Rollins	Skilled Utility Craftsman	1/2/1996	5/2/2022	26
Nancy Santorso	Senior Admin. Assistant	11/13/1987	11/29/2011	21
John Serra	Unconfirmed	1/25/1954	2/1/1989	35
Edward Swicklas	Superintendent	5/22/1992	3/2/2017	24
Robert Soucy-Field	Group Leader	11/10/1971	9/12/2009	38

no files to confirm consecutive dept service years

no files to confirm consecutive dept service years

no files to confirm consecutive dept service years

no files to confirm consecutive dept service years

no files to confirm consecutive dept service years

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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. QR codes and integration of technology for feedback should also be included.
Interviews	• Conduct 1-on-1 interviews with specific stakeholders of the project.
Public Meeting	• Hold a public meeting to allow community members to discuss, provide input and review plans. Meeting locations should vary and ideally be held in walking distance to the end users.
Online Survey	• Develop an online survey utilizing survey monkey to ask questions and gather quantitative data.
Social Media	• Utilize BPRYCS social media pages to solicit feedback, engage in voting
Knock doors/house visits	• Staff representatives can go door to door with materials for area neighbors to hand out information and solicit informal feedback into projects directly impacting them.

Inclusion of Diverse Perspectives

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

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

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

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

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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 assess the situation and upon determining it is safe to do so, introduce themselves and ask if they need any assistance? Staff are encouraged to ask if they are interested in speaking to the Community Services Coordinator to review available resources and supports. If the situation does not appear safe or the staff member is not comfortable they should contact the Community Services Coordinator and alert them of the individual's presence in the park. Police should be contacted if the individual appears violent or threatening to themselves or others. If they are interested the staff member should assist them in contacting the Community Services Office. If they refuse, the staff member should provide the individual with the business card of the Community Services Coordinator in the event they

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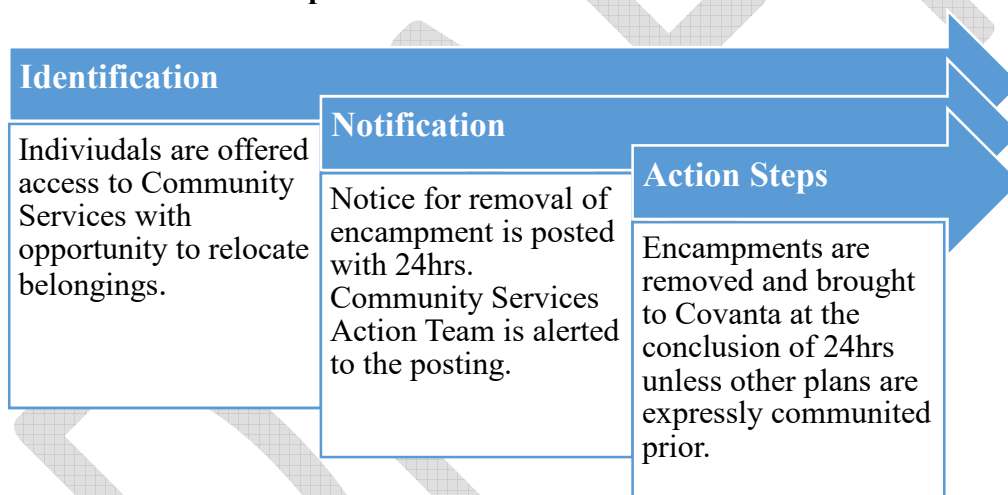
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change their mind. If a homeless encampment is discovered without an individual on site, the staff member shall contact Community Services Coordinator to inform them of the encampment.

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

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

Figure 1. Homelessness Encampment Notification and Action Process



Community Services Action Team

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

- Superintendent of Parks, Recreation, Youth and Community Services
- Youth & Community Services Supervisor
- Community Services Coordinator
- Parks, Grounds and Facilities Supervisor

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- Agape House Director
- St. Vincent DePaul Director
- Brian's Angels Director
- Salvation Army Director

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Risk Management Policy

Risk management is the responsibility of all Bristol Parks, Recreation, Youth and Community Services (BPRYCS) employees. BPRYCS will make reasonable efforts to ensure that all parks, recreation facilities owned or managed by City of Bristol and all recreation programs offered by or through BPRYCS are safe and legally compliant, and are maintained for safe and healthy working conditions by following standardized practices designed to safeguard employees and citizens. The BPRYCS will adhere to a risk management plan designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means of implementation:

- One full time staff member will participate on the City Safety Committee;
- Work with the City's Emergency Management Coordinator in specific areas related to the department programs, parks and facilities;
- Evaluate and update Risk Management Plan annually, or as needed;
- Provide staff with ongoing training programs that emphasize safety in the work place;
- Maintain safety inspection procedures for parks, facilities, and equipment; and

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



Risk Management Plan

Purpose

The Bristol Parks, Recreation, Youth and Community Services Department (BPRYCS) will make reasonable efforts to ensure that all parks, facilities, and programs owned offered by BPRYCS are safe and legally compliant.

In this context:

1. Safe means that dangerous conditions and practices have been removed or mitigated, to the extent possible, according to applicable professional standards and the viewpoint of the reasonable person. Safe does not mean that all hazards inherent in active recreation facilities and programs have been removed. Some recreation activities are inherently more dangerous than others and the impact of people having unknown abilities and intentions interacting with the built environment cannot be comprehensively forecast. Safe means that the BPRYCS has employed and documented its best efforts, as those efforts are described in this procedure, to address unsafe conditions and activity.
2. Legally compliant means that those responsible for BPRYCS facilities and programs have made reasonable efforts to educate themselves on the applicable laws and regulations governing the design and use of parks and recreation facilities as well as programs, and may take reasonable steps to ensure that the applicable laws and regulations are followed.
3. The purpose of this plan is to outline procedures to guide BPRYCS personnel in the management of the risks associated with operating a parks, recreation, youth and community services department.
4. As a City of Bristol Department, BPRYCS is generally governed by City policies, including the sections of the Code of Ordinances of the City of Bristol as well as the regulations, forms and training materials provided by City of Bristol departments.
5. While referencing the roles of other departments for safety, security and risk management, this plan primarily addresses procedures that are unique to BPRYCS, including assignment of responsibility for:
 - a. Safety and risk management program coordination
 - b. Facility planning
 - c. Facility inspections and repair
 - d. Facility operations and security
 - e. Liaison to local law enforcement and other first responder agencies, when needed
 - f. Procedures to promote public safety, employee safety and security of public parks and recreation assets owned and/operated by the BPRYCS
 - g. Contacts, in the event of a safety or risk management issue

Responsibility Department Staff

1. The **Superintendent**, is the designated risk manager for BPRYCS, whose responsibilities include:
 - a. Ensuring that the provisions of this plan are applied department-wide, auditing training in and compliance with this procedure and taking corrective action when non-compliance is found. Auditing may be done personally, or by utilizing a contractor hired for this purpose. Auditing is an important key to improved safety performance. Audits should be both announced and unannounced. The purpose of the audits is to:
 - i. Maintain standards by ensuring that employees follow established guidelines, methods and procedures
 - ii. Identify where methods or procedures are insufficient
 - iii. Measure the effectiveness of, or need for, safety education
 - iv. Reveal weaknesses in the safety and risk management program
 - v. Motivate employees by showing the results of their safety efforts
 - vi. Increase safety and risk management awareness
 - vii. Ensure that previously recommended corrective action was addressed, initiated or completed
 - viii. Providing periodic reports to County Administration
 - ix. Audits of policy compliance and all other elements of the safety program may also be performed by the City Risk Manager upon his/her own initiative. Copies of said audits will be provided to the Superintendent as well as Administration.
 - b. Remaining aware - through review of professional literature and attendance at training classes and professional development programs - of best practices related to parks and recreation facilities, such as licenses, sanitary regulations, fire laws, safety measures and research findings. The Superintendent will communicate information gathered to or other department members.
 - c. Reviewing and establishing—with the assistance of the Comptroller's Office—insurance liability coverage limits for BPRYCS facilities, equipment and programs
 - d. Maintaining liaison with the City of Bristol's Police Department, Fire Departments, and other public safety personnel to coordinate procedures for response to emergencies
 - e. Ensuring that the design and construction of any new parks and recreation, as well the design and construction of any parks and recreation facility renovations, are compliant with applicable Federal, State and local laws and regulations
 - f. Maintaining project files for all capital projects, until those projects are complete, when the project file will be handed over the Parks, Grounds, and Facilities Supervisor to become a part of the park file. During design and construction, project files for capital projects, should include:
 - i. Design and Construction RFPs
 - ii. Contracts
 - iii. Purchase Orders
 - iv. Pay Applications and Approvals
 - v. Formal Communications
 - vi. As-Built Drawings
 - vii. Signage Plans
 - viii. Project Closeout Checklist
 - g. While the Superintendent of Parks, Recreation, Youth and Community Services is responsible for coordination and cooperation with other departments, the

Superintendent has delegated day-to-day responsibility for coordination with law enforcement and public safety services.

- i. The Parks, Grounds, and Facilities Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies in BPRYCS' parks and facilities.
- ii. The Recreation Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies in locations where recreation programs are provided.
- iii. The Aquatics Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies for public pool facilities.
- iv. The Youth and Community Services Supervisor will serve as the principal liaison to law enforcement, fire departments and other public safety agencies for 51 High Street.

2. The **Deputy Superintendent**, whose duties include:

- a. Remaining aware - through review of professional literature and attendance at training classes and professional development programs - of best practices related to parks and recreation facilities, such as licenses, sanitary regulations, fire laws, safety measures and research findings. The Deputy Superintendent will communicate information gathered to or other department members
- b. Working with the Parks, Grounds, and Facilities Supervisor, other City departments, or private contractors to make repairs to buildings or facilities, as needed
- c. Coordinating with the Purchasing Department to update, on an annual basis, the Fixed Assets Inventory
- d. Ensuring that the design and construction of any new parks and recreation, as well the design and construction of any parks and recreation facility renovations, are compliant with applicable Federal, State and local laws and regulations
- e. Working with department personnel, contractors and project administrators to minimize conflicts between construction activity and parks and recreation programs
- f. Ensuring that department maintenance and operations personnel are consulted when parks and recreation facilities are designed or renovated
- g. Documenting all activities in a manner acceptable to the Superintendent and retaining all documentation according to the adopted Records Retention Schedule

3. The **Parks, Grounds, and Facilities Supervisor**, whose duties include:

- a. Acquiring and ensuring utilization of safety equipment, including personal protective equipment, fire extinguishers, training materials, weather alert radios, first aid kits, safety notification stations and other equipment, materials and supplies as needed. From time to time, inspect for the use of personal protective equipment and the currency of fire extinguishers. Employees who repeatedly avoid using provided personal protective equipment will be subject to discipline, with possible consequences up to and including termination.
- b. Providing standardized, routine safety inspections of all parks owned or managed by the BPRYCS. This includes playgrounds, playing fields, public grounds, park buildings and all features/amenities contained within the park borders
- c. Coordinating the acquisition of Safety Data Sheets and making them available for the review of all employees

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- d. Documenting problems found and assigning them to the appropriate park maintenance shop for resolution. Repairs and remediation of safety and risk management issues found during inspections also will be documented.
 - e. Working with other City departments, or private contractors to make repairs to buildings or facilities, as needed
 - f. Ensuring that all parks have the appropriate entrance, safety and regulatory signage needed to inform park visitors of regulations and hazards
 - g. Maintaining a file on all parks (including fixed equipment and amenities in each park, such as benches, picnic tables, picnic shelters, buildings, playing fields, shade structures, lighting, etc.) and playground equipment, containing pertinent documents, such as plats, leases for park land, playground specifications, inspection reports and reports of completed repairs
 - h. Maintaining a master inventory of all keys for all parks and facilities; maintaining a record of what keys have been issued to individual employees
 - i. Retaining all documentation according to the adopted Records Retention Schedule.
4. The **Asst. Parks, Grounds, and Facilities Supervisor**, whose duties include:
- a. Selecting, training and supervising full-time employees and volunteers who provide park maintenance service. Documenting attendance for all training programs.
 - b. Acquiring and ensuring utilization of safety equipment, including personal protective equipment, fire extinguishers, etc. Inspect for the use of personal protective equipment and the currency of fire extinguishers. Employees who repeatedly avoid using provided personal protective equipment will be subject to discipline, with possible consequences up to and including termination.
 - c. Providing standardized, routine safety inspections of all parks owned or managed by the BPRYCS. This includes playgrounds, playing fields, public grounds, park buildings and all features/amenities contained within the park borders
 - d. Documenting problems found and assigning them to the appropriate park maintenance shop for resolution. Repairs and remediation of safety and risk management issues found during inspections also will be documented.
 - e. Working with other City departments, or private contractors to make repairs to buildings or facilities, as needed
 - f. Maintaining an inventory of all parks and ground maintenance equipment to include licensed rolling stock and administrative vehicles.
 - g. Retaining all documentation according to the adopted Records Retention Schedule
5. The **Recreation, Aquatics, Youth and Community Services, and Arts and Culture Supervisor**, whose duties include:
- a. BPRYCS contracts with other public and private entities to provide services. If the facility or playground that has been inspected and found to be problematic is not owned by the BPRYCS, then the building or program officer of the owning agency will be made aware of the problem(s). If the problem(s) are not corrected in a timely manner, the Superintendent will be made aware of the issue and will contact the chief executive officer of the owning organization to determine if corrective action can be made, and if not, whether the BPRYCS needs to suspend operations at the facility.
 - b. Acquiring and ensuring utilization of safety equipment, including personal protective equipment, fire extinguishers, training materials, weather alert radios, first aid kits, safety notification stations and other equipment, materials and supplies as needed.

From time to time, inspect for the use of personal protective equipment and the currency of fire extinguishers. Employees who repeatedly avoid using provided personal protective equipment will be subject to discipline, with possible consequences up to and including termination.

- c. Coordinating the acquisition of Safety Data Sheets and making them available for the review of all employees
 - d. Developing procedures and enforcing safety procedures for recreation programs as well as plans for those special events that are managed by the division
 - e. Analyzing risks associated with programs, events and program participant transportation.
 - f. Selecting, training and supervising full-time employees, part-time employees, contract employees and volunteers who provide programs.
 - g. Documenting attendance at training programs
 - h. Maintaining a master inventory of all keys for all program facilities;
 - i. Retaining all documentation according to the adopted Records Retention Schedule
6. The **Community Engagement Coordinator**, whose responsibilities include:
- a. Supporting other committee members by promoting participant safety through regular communications with the public
 - b. Serving as the spokesperson in the event of accidents and injuries which attract media attention in coordination with the Superintendent and with the permission the Mayor

Other City of Bristol Departments

1. The **Emergency Management Department**, whose responsibilities include:
 - a. Coordinating the local, state, and federal resources to protect the citizens from the effects of disasters, both natural and manmade.
 - b. Identifying and analyzing the hazards that may face the City of Bristol
 - c. Developing contingency plans for each hazard. The plans are regularly tested and refined.
 - d. The Emergency Management Coordinator has reviewed and approved this procedure.
2. The local **Law Enforcement and other Public Safety Agencies**, whose responsibilities include:
 - a. Enforcing Connecticut law and local ordinances within the City of Bristol. BPRYCS will work with law enforcement agencies to provide the safest possible park and recreational facilities.
 - i. As needed, BPRYCS will coordinate with the appropriate law enforcement and public safety officials to notify them of events and plan for addressing issues such as parking, emergency medical services, crowd control, and traffic control.
 - b. Responding to emergencies occurring at a BPRYCS park, facility, or program.
 - c. BPRYCS may, from time to time, contract with commissioned law enforcement officers and emergency medical service personnel, directly or through a third party, to provide heightened security for events where alcohol is served and/or where there are a large number of participants.
 - i. The degree of security provided at each park, facility, or program is dependent on the judgment of the Superintendent, Deputy Superintendent, Parks, Grounds, and Facilities Supervisor, Recreation Supervisor, Aquatics Supervisor, or Youth and Community Services Coordinator (or their designees, as appropriate.) Factors considered in making judgments include the location of

the facility, the number of people involved, the type of activity and other factors.

City of Bristol Safety Committee

The City of Bristol operates a Safety Committee. This team coordinates safety and risk management activities in the City. The purpose of the Safety and Risk Management Team is to:

1. Provide a forum for dissemination of information, review of the City's safety record and discussion/resolution of risk management and safety issues
2. Announce training opportunities or plan training that may be needed to enhance employee and public safety
3. Develop, implement and continuously refine the City's procedures
4. Review employee accidents to determine whether action is warranted

Facility Security

To protect public safety and the public's investment in parks and facilities, BPRYCS employs many strategies, within the context of a general security plan, including:

1. Taking crime prevention into account when designing facilities
2. Installing gated access, security alarm systems, video cameras, fencing, lighting, and electronic access systems
3. Monitored security alarms are installed in high-value sites.
4. Some high-value facilities are equipped with video camera systems installed as a preventative measure and to assist police departments in prosecution.
5. Establishing standard opening and closing hours of all parks and recreation facilities and placing signage to notify BPRYCS customers of those hours. In the event that opening and closing hours are changed due to weather, special events, etc., the BPRYCS will do its best to notify BPRYCS customers.
6. Department personnel lock BPRYCS vehicles, buildings, and access gates as part of normal closing procedures to deter and prevent access into areas after closing hours.
7. For those facilities owned or managed by the BPRYCS, the Superintendent has designated the Assistant Park, Grounds, and Facilities Supervisor to serve as the key coordinator for park locks, the Aquatics Coordinator to serve as the key coordinator for pool locks, and the Youth and Community Services Coordinator for 51 High Street locks. This person will provide for control, issuance of and documentation of all keys issued to BPRYCS personnel.
 - a. BPRYCS team managers may request, from the key coordinator, the issuance of keys to personnel on their team. Keys will be issued to individuals only for those areas where a need for access can be demonstrated.
 - b. Only the key coordinator is authorized to duplicate keys.
 - c. Keys issued are the responsibility of the individual to whom the key is issued.
 - d. BPRYCS employees must not loan keys to unauthorized persons.
 - e. Keys must not be left unattended. Any key found in the possession of an unauthorized person will be confiscated immediately.
 - f. BPRYCS employees who lose keys must notify their supervisor immediately.
 - g. Persons who lose keys may be required to pay the replacement cost of the key and may also face disciplinary action.
 - h. Personal locks are prohibited on all doors and will be removed if found.

- i. Upon termination or resignation, keys must be turned into the BPRYCS's employee's supervisor or to the key coordinator.

9. Because BPRYCS parks and facilities are widely dispersed, the department employs Park Ambassadors at certain parks during peak hours. The Parks Ambassadors have citation powers and are encouraged to educate the public on City ordinances. Park Ambassadors are encouraged to report unsafe conditions to the Parks, Grounds, and Facilities Supervisor or their designee. If required, Park Ambassadors are asked to call 911 for response by law enforcement personnel. Park Ambassadors are discouraged from intervening to stop suspicious or illegal activity.

BPRYCS Employee Responsibilities for Safety and Risk Management

Responsibility for Public Education on Ordinances and Regulations

1. BPRYCS will take steps to educate park customers on laws and regulations pertaining BPRYCS facilities and operations. These steps include, but are not limited to:
 - a. Chapter 16 of the City of Bristol Code of Ordinances will be posted on the BPRYCS website.
 - b. Summaries of ordinances and regulations pertaining to the use of BPRYCS facilities will be prominently posted on signage throughout parks and recreation facilities.
 - c. Signage also will list phone numbers to call for reports of illegal activity or unsafe conditions.
2. Department policies and procedures will be explained in contracts signed with tournament organizers and permits granted to persons who utilize BPRYCS facilities.

Promoting Citizen Reports of Safety and Risk Management Problems

1. Citizens who report safety issues in BPRYCS parks and recreation facilities are an important part of promoting safety and managing risks. BPRYCS will facilitate citizen reporting by:
 - a. Providing a problem reporting link on the BPRYCS website
 - b. Establishing a voice mail box to which citizens can report non-emergency safety problems, 24 hours per day
 - c. Publicizing the reporting link and report line via the website, signage and on forms/publications
3. The problem reporting link and problem report line will be coordinated by the Program Assistant, who will receive, inspect, and communicate the reported problems to the Parks, Grounds, and Facilities Supervisor.
 - a. If the Parks, Grounds, and Facilities Supervisor deems the report to be accurate, then the Parks, Grounds, and Facilities Supervisor will prioritize the problem and assign repairs to the appropriate staff to repair the problem.
 - b. The Parks, Grounds, and Facilities Supervisor also will contact all persons who leave their email address and/or phone number to advise them that the problem has been investigated and if/when the problem will be resolved.

BPRYCS Employee Responsibilities for Safety and Risk Management

1. Where required by City policy, Supervisors or their designees are responsible for obtaining Certificates of Insurance for their activities and programs from customers using parks and recreation facilities or contractors that are performing work on City properties. Coverage limits required are detailed in the City of Bristol Insurance Requirements.

2. Risk management, safety awareness, and emergency response ability are fundamental parts of the job of every BPRYCS employee. Typical causes associated with accidents and injuries include:
- a. Rushing to meet a schedule
 - b. Fatigue
 - c. Lack of attention
 - d. Lack of supervision
 - e. Lack of intervention when an unsafe condition or action is perceived
 - f. Lack of communication
 - g. Traveling in a vehicle; distracted driving
 - h. Traveling in wet areas or through moving water
 - i. Poor judgment
 - j. Improper lifting techniques
 - k. Unrealistic planning
 - l. Unrealistic expectations of oneself, other employees or customers
 - m. Use of equipment that is inappropriate for the task or using equipment of poor design or condition
 - n. Inadequate employee training
 - o. Improper preparation of participants appropriate to their levels of thinking, judgment or coordination
3. While on duty, BPRYCS employees must be alert to potential hazards from equipment, activities and human behavior, and must respond quickly to problems whenever they may arise. Each employee plays a key role in protecting the safety of the departments' patrons, staff, and facilities. Every employee of the BPRYCS is responsible for helping promote safety and management of risks by:
- a. Participating in safety training and applying the lessons learned
 - b. Abiding by safety regulations, procedures and checklists
 - c. Inspecting vehicles and equipment for safety and operations problems
 - d. Practicing defensive driving
 - e. Contributing ideas to promote public safety and workplace safety
 - f. Asking questions of their supervisor if they do not understand how to safely perform an assigned task
 - g. Reporting unsafe conditions and unsafe acts by others
 - h. Preventing or causing the cessation of unsafe acts of others, including minor citizens
 - i. Providing accurate and timely reports of incidents, accidents and injuries that can be analyzed to continuously improve safety
 - j. Maintaining the certifications required by the individual's job and/or informing a supervisor if the certification will soon lapse, so that recertification actions may occur.
 - k. Coordinators of parks and facilities are expected to perform daily informal inspections whenever the park or facility is being used for an activity that is sponsored or facilitated by BPRYCS. If possible, correcting problems noticed immediately. If it is not possible to correct the problem immediately, employees must take temporary action to protect the public (such as preventing access to an unsafe area) and the person who discovers the problem will refer it, via phone call and email, to the appropriate staff member for documentation and later corrective action.
 - l. Parks Division, recreation Division, and Aquatics Division staff have a heightened responsibility for safety and risk management. Routine facility and equipment inspections, as well as pre-operational reviews of plans and safety procedures, provide an opportunity to emphasize the importance of safety and risk avoidance. Before

beginning operations or at the start of an event or program, staff should discuss work plans, including hazard assessment of job tasks to be performed, potential site hazards and other information for that day, including the location of service providers in the area.

Safety Risk Management and Public Relations

1. Recreational activities, particularly competitive sports, sometimes result in inappropriate behavior on the part of participants and spectators. The Parks, Grounds, and Facilities Supervisor and Recreation Supervisor will arrange for employee in-service training in topics such as techniques for handling disruptive behavior, crowd control, emergency response and handling evidentiary items.
2. Whenever practical or appropriate, BPRYCS employees will educate the public on laws and regulations when employees observe violations. In general, BPRYCS employees do not have the power to arrest or issue a summons for violations. BPRYCS employees may request that a violator cease the illegal behavior and may request that the violator depart from a park or facility. If the violator does not cease the illegal behavior and/or refuses to leave a facility, employees should notify the Bristol Police Department.
3. In dealing with disruptive behavior from members of the public, the following strategies will be employed by BPRYCS personnel:
 - a. Calmly approach the individual(s) while observing personal distances in order to appear non-confrontational.
 - b. Greet the customer and advise of policies or ordinances in a flat, calm tone of voice without making accusations.
 - c. Inform customer of safety reasons for BPRYCS regulations and ask that the patron stop the behavior.
 - d. If needed and if possible, assist patrons with their needs in order to gain compliance through a customer service approach.
 - e. If unleashed dogs are involved, make no sudden moves or use a loud voice as this may cause the dog to react with an unwanted behavior.
 - f. Once compliance to regulations is gained, thank the patron for his or her cooperation and understanding.
 - g. If the disruptive behavior continues, then the Bristol Police Department should be called to handle and resolve the behavior. BPRYCS personnel must be cognizant of customer behaviors and determine safety risks for customers and staff which may require notification of law enforcement personnel immediately, without making an attempt to approach the disruptive person.
 - h. BPRYCS personnel will document all incidents involving criminal activity or disruptive behavior and forward the report to the Parks, Grounds, and Facilities Supervisor or and copy the Deputy Superintendent as appropriate.
4. In dealing with disruptive behavior from program participants or facility patrons, the following strategies will be employed by BPRYCS personnel in alignment with the Department's Behavior Redirection and Restorative Justice Policy
 - a. **1st offense:** The patron or participant is informed of the rule violation and asked to stop the behavior. Staff are to explain the reason for the rule and future consequences should this behavior continue.
 - b. **2nd offense:** The patron or participant is informed of the rule violation again and asked to sit out of the activity for fifteen (15) minutes. If appropriate, a guardian is informed of the rule violation, why the rule is in place and future

consequences should this behavior continue. An incident report must be completed.

- c. **3rd offense:** Depending on the seriousness of the issue, the patron or participant will be referred to the supervisor on duty, who will determine the length of time for suspension. An incident report must be completed. Incidents will be reviewed on a case-by-case situation with consideration to restorative justice and incident context.
- d. For more information regarding program or facility specific implementation of this policy please refer to the specific division's manual.

Response to Problems and Emergencies

Staff members of the BPRYCS must have the ability and/or training to appropriately respond to emergencies that may occur. Following is a general list of guidelines. This list is not all-inclusive, but is indicative of the types of emergency situations that most employees may face. Before emergencies occur, employees must familiarize themselves with alternative exits from all areas of the building or facility.

Inclement Weather

1. In the event that the City of Bristol announces closure of municipal offices due to inclement weather, all public parks will also be considered closed. BPRYCS personnel may be assigned to specific facilities during inclement weather to address safety concerns.
2. If the Bristol Public School system announces a closure due to inclement weather, the Dennis Malone Aquatics Center will be closed and all programs canceled.
3. If the Bristol Public School system opens on a delayed schedule, the Dennis Malone Aquatics Center will open at noon.
4. If the Bristol Public School system closes with an early dismissal, the Dennis Malone Aquatics Center will close early and evening programs will be canceled.
5. Closure announcements will be made via the *Alerts* feature on the Department's website.

Playground Equipment Problems

1. Upon discovering a problem, clear park visitors from the defective/damaged equipment, wrap the equipment with red "Danger/Do Not Enter" tape, and post a warning sign at every entrance to the equipment, notifying the public that the equipment is closed for repairs.
2. Notify appropriate personnel, including: your supervisor and, the Deputy Superintendent.

Plumbing Problems

1. For minor leaks, turn off water flow to the leaking line, post the faucet or attached device as "Out of Order"; mop up the spill; post "Wet Floor" signs where necessary.
2. For major leaks, turn off the main valve; mop up spill; post "Wet Floor" signs where necessary. Notify appropriate personnel, including: your supervisor and the Deputy Superintendent.

Mechanical Problems

1. Notify appropriate personnel, including: your supervisor and the Deputy Superintendent.

Hazardous Material Spills (Chlorine, Acid, Gasoline, etc.)

1. Evacuate the area.

2. Immediately notify appropriate personnel, including: your supervisor and the Deputy Superintendent.
3. Keep the area clear, wait for further instructions.
4. Complete all required reports and refer to the corresponding safety data sheet located in your facility's OSHA compliance center. Send copies to your supervisor and the Deputy Superintendent.

Fire Emergencies

1. Evacuate the area.
2. Call 911.
3. 3. If there is no danger to the employee, close all doors and windows.
4. Another BPRYCS employee should meet the Fire Department when it arrives so information can be given.
5. Notify appropriate personnel, via phone call, including: your supervisor, and the Deputy Superintendent.
6. Refrain from using fire extinguishers and/or attempting to put out a fire unless directed to do so.
7. Complete all required reports. Send copies to your supervisor, the Deputy Superintendent and Claims.

Severe Thunderstorm or Other Severe Weather Emergency

1. If the activity is outside, immediately stop the activity and request an orderly evacuation.
1. If an evacuation is not possible, find the best available shelter to protect citizens and staff.
2. If quick evacuation is not possible, shelter at the facility. Move to the center of a building in an area with no windows.
3. Staff members must take first-aid/disaster kit, radio and flashlights with them.
4. Notify appropriate personnel, via phone call, including: your supervisor and the Deputy Superintendent.
5. Listen to the local radio station or access other information sources for updated storm information.
6. After the weather emergency passes, immediately review the facility. Be prepared to handle first aid situations, watch for fallen power lines, and stay out of damaged areas. Watch for fires and/or gas leaks. Document damage with photographs.
7. Keep a log of the event to help you in completing reports.
8. Do not leave the facility until it is secure and all emergency situations have been addressed, or you have been given permission to leave.
9. Complete required reports as soon as possible and forward copies to your supervisor and/or team manager, and the Deputy Superintendent.

Tornado

1. If you become aware of a tornado via CodeRed alert, weather forecast, etc., take action. Do not wait until you see the tornado.
2. Immediately grab some form of communication to include a cell phone and/or radio.
3. Seek immediate shelter inside one of the designated areas in the park or facility.
4. If non-staff members are in a building, then BPRYCS staff will escort them to shelter as well.
5. Once the scene is believed to be all clear, BPRYCS staff will obtain a head count, assess any injuries or damage and coordinate with the proper emergency services.
6. Things to consider if you are caught outdoors without shelter:

- a. Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
 - b. If flying debris occurs while you are driving, pull over and park. Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
 - c. If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.
 - d. Your choice should be driven using your best judgment within the specific circumstances.
2. Things to consider when you are away from the office:
 - a. The safest place to be is an underground shelter, basement, or safe room.
 - b. If there is not an underground shelter or safe room available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
 - c. Go to the nearest sturdy building or shelter immediately, using your seat belt if driving.

Theft

1. Determine the approximate value of the stolen property. Contact the Bristol Police Department if the value of the stolen property is perceived to be more than \$50.
2. No matter what the amount missing, notify appropriate personnel, via email, including: your supervisor and the Deputy Superintendent.
3. When completing a report to document the event, gather as much information as possible concerning the theft. Include specifics, such as: location of the theft, a description and value of all stolen articles, and addresses and phone numbers of all parties involved. Forward a copy of the report to your supervisor and the Deputy Superintendent.

Armed Robbery

1. In the event of an armed robbery, property protection is not important. Do not attempt to intervene! The priority is to protect citizens and staff, observe in order to be a good witness and take charge once the incident has ended.
2. Lock the doors.
3. Call 911.
4. Provide aid to any injured individuals.
5. Notify appropriate personnel including: your supervisor and the Deputy Superintendent.
6. Protect any evidence that may be valuable and direct another staff member to meet the Police Department when they arrive.

Bomb Threat

Bomb threats may be received by phone, mail, person-to-person, e-mail, etc. In most cases, however, the threat will be made by phone. All bomb threats must be treated as if they are serious. In the event of a bomb threat, staff members must:

1. The person receiving the call should note the time, line on which received, sex of the caller, and emotional state of the caller (calm, jovial, distraught, angry, etc.).
2. Call 911. Report that a bomb threat has been received and follow dispatcher's guidance.
3. Should a facility need to be evacuated:
 - a. Evacuation should occur in an orderly fashion.
 - b. Assemble evacuees in a pre-designated location so that a head count can be conducted to assure that all personnel are accounted for.

- c. Staff must check for people with disabilities, children or anyone appearing to need assistance to find out if they need help leaving the building. Assign a staff person or capable volunteer to accompany such individuals until emergency personnel arrive, or transportation is provided for them.
 - d. Stay with people outside the building until emergency personnel arrive. Be aware of and attend to physical needs of patrons and staff. Do not let anyone other than emergency personnel enter the facility.
 - e. Confirm with people outside the building that all individuals who were in the facility are accounted for. Do not let anyone leave without notification; make sure that minors are released to responsible guardians. Staff must be able to account for all individuals who were in the facility.
4. Notify appropriate personnel, via phone call, including: your supervisor and the Deputy Superintendent.
 5. When emergency personnel arrive, indicate that you are the staff person in charge, and follow their instructions.
 6. The facility will re-open when emergency personnel announce that it is safe.
 7. At the end of the incident, when emergency personnel have given approval, patrons and staff may be allowed to re-enter the facility. Your supervisor's approval must be received to resume activities for the day. Staff may not leave the work location unless directed to do so by their supervisor.

Media Questions Following an Emergency Situation

1. BPRYCS employees are not authorized to speak to the news media concerning an incident or accident that occurs at a BPRYCS-owned or-managed facility. All inquiries must be directed to the Superintendent.
2. The Superintendent, Deputy Superintendent, or Community Engagement Coordinator may provide information to the news media, upon receiving permission to do so from the Mayor.
3. BPRYCS employees are not authorized to comment on an incident or accident at a BPRYCS-owned or -managed facility using social media.

Emergency Operations

BPRYCS has developed, under the direction of the Emergency Management Coordinator, a Continuity of Operations Plan (COOP). The COOP details alternatives for relocation of key BPRYCS operations in the event of a natural or man-made disaster. The COOP also outlines the role that BPRYCS will play, in support to other City of Bristol departments, in the event of a natural or man-made disaster.

Response to Accidents and Injuries

Minor Accidents and Injuries

Minor injuries include minor cuts, scratches, sprains, etc.

1. Assess the situation. Gloves must be worn at all times.
2. Perform any first aid needed. (Provide first aid only if you have been trained in proper first aid procedures. If you have not been trained, call on someone who has been trained.) Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger (fire, drowning, etc.)
3. Offer the ice or first aid materials as needed. (These are the only medical items staff members may offer. Any treatment above basic first aid requires a call the emergency medical personnel.)
4. Do not attempt to diagnose any medical conditions.

5. Notify appropriate personnel, via phone call and/or email, including your supervisor. Complete required reports as soon as possible and forward copies to the Deputy Superintendent on the next business day.
6. Do not give out information regarding any accident report except to the Superintendent, Deputy Superintendent, Division Supervisor, law enforcement officers or emergency medical personnel.

Major Accidents and Injuries

1. Assess the situation. Gloves must be worn at all times.
2. Call 911. If a staff member is alone with the victim, leave the victim only long enough to call 911.
3. Perform any first aid needed. (Provide first aid only if you have been trained in proper first aid procedures. If you have not been trained, call on someone who has been trained.) Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger (fire, drowning, etc.).
4. Keep crowds away from the accident area and victim.
5. Do not leave the victim unattended. Call on assistance of any citizen, if necessary.
6. Notify appropriate personnel, via phone call, including: your supervisor and the Deputy Superintendent.
7. Complete required reports as soon as possible and forward a copy to the Deputy Superintendent via email.
8. Do not give out information regarding any accident report except to the Superintendent, Deputy Superintendent, law enforcement officers or emergency medical personnel.

Refusal of Assistance

If at any time an adult refuses first aid, paramedic or other medical assistance when you believe it is necessary, complete a report stating the nature of the situation and that assistance was refused. Make sure to have the person sign the form.

Handling of Clothing or Towels Soiled with Potentially Infectious Fluids

Follow safety procedures outlined in Bloodborne Pathogen training, including:

1. Gloves must be worn at all times.
2. Put potentially infectious material into a plastic bag. This bag must be disposed of separately from other trash.
3. Clean any areas where the material was lying with an appropriate disinfectant.
4. Contact maintenance personnel if carpet is soiled.
5. Dispose of used gloves in the same plastic bag as above.

Contact Information for Emergencies

Superintendent: Josh Medeiros, Ed.D.
Cell: 860-912-6331
Email: joshmedeiros@bristolct.gov

Deputy Superintendent: Sarah Larson
Cell: 860-877-6169
Email: sarahlarson@bristolct.gov

Community Engagement Coordinator: Erica Benoit
Office: 860-584-6158
Email: ericabenoit@bristolct.gov

Parks, Grounds, and Facilities Supervisor: Robert Lincoln
Cell: 860-919-5031
Email: robertlincoln@bristolct.gov

Asst. Parks, Grounds, and Facilities Supervisor: Douglas Trillo
Cell: 860-384-3690
Email: douglastrillo@bristolct.gov

Recreation Supervisor: Amry Shelby
Cell: 860-999-3416
Email: amryshelby@bristolct.gov

Aquatics Supervisor: Jaimie Clout
Cell: 860-305-1450
Email: jaimieclout@bristolct.gov

Aquatics Coordinator: Raelynne Andrews
Cell: 860-989-3368
Email: raelynneandrews@bristolct.gov

Arts and Culture Supervisor: Lauren Imholte
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Youth and Community Services Supervisor: Stephen Bynum
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Emergency Management Coordinator: Harley Graime
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