



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/88962098471?pwd=tUIEr2YCTl5twlitd8mgsAnQheYx9p.1>

The regular Board of Park Commissioners meeting will be held on Wednesday, January 21, 2026, at 6:00 PM. in City Hall Meeting Room 1-2 111 North Main Street, Bristol, CT 06010.

AGENDA

1. Call to Order
 - a. Pledge of Allegiance
 - b. Attendance
2. Approval of Minutes
 - a. Approval of Minutes: December 17, 2025, Regular Meeting Minutes
3. Public Participation
4. Superintendent's Report
 - a. Division Supervisor's Report
 - b. Project Updates
 - c. Year to Date Financials
 - d. Strategic Plan Updates
5. Old Business
 - a. By Commissioners
6. New Business
 - a. Consider a Request from the City Arts and Culture Commission to install a polyresin heart sculpture at Federal Hill Green

- b. Update on the Hoppers-Birge Pond Development
 - c. Memorandum of Understanding with the Friends of the Hoppers - Birge Pond Nonprofit
 - d. Acceptance of the Bristol Blues Baseball Letter of Intent and to schedule a Finance Committee Meeting for February
 - e. Annual Review of Board Expectations - Roles & Responsibilities
 - f. By Commissioners
7. Reports and Committee Reports
- a. Fund Development & Advocacy Committee
 - b. Policy & Strategy Committee
 - c. Finance Committee
 - d. City Council Liaison Report
8. Adjournment

PER ORDER OF THE CHAIRPERSON
Mayor Ellen Zoppo-Sassu



*City of Bristol
Board of Park Commissioners*

INFORMATION TO ACCESS MEETING

<https://bristolct-gov.zoom.us/j/88962098471?pwd=tUIEr2YCTI5twltd8mgsAnQheYx9p.1>

Ladies and Gentlemen:

The regular meeting was held on Wednesday, December 17, 2025, at 6:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, CT 06010.

1. Call to Order

Vice Chair Fiorito called the meeting to order at 6:00 p.m.

a. Pledge of Allegiance

b. Attendance

Members Present:

Mayor Ellen Zoppo-Sassu, Chair
Robert Fiorito, Vice Chair
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Rob Parenti, Commissioner
Mark Dickau, City Council Liaison
Dr. Joshua Medeiros, Superintendent
Sarah Larson, Deputy Superintendent
Cecilia Garay, Commissioner
Aaron Weber, Commissioner

Absent:

Vice Chair Fiorito welcomed Rob Parenti as our newest Board of Parks Commissioner.

2. Approval of Minutes

a. Approval of Minutes: November 19, 2025, Regular Meeting Minutes

MOTION: Made by Commissioner Lamothe to approve the November 19, 2025, Regular Meeting Minutes
Seconded by Commissioner Donovan; all in favor; motion carried.

3. Public Participation

None.

4. Superintendent's Report

a. Division Supervisors Report

Bristol Parks, Recreation, Youth and Community Services Superintendent Joshua Medeiros presented the Division Supervisor's Report. Muzzy Field has been named the 2025 Baseball Field of the Year for North America by the Sports Field Management Association. Athletics & Ball Field Supervisor Doug Trillow will accept the award at Sports Field Management Association's annual conference in Texas next month, with a press and recognition event planned for late January–early February 2026 to honor staff contributions. The Locks at Stocks Heart sculpture is now installed at Casey Field, and recent holiday programming included Scuba Santa and shows at Downtown Live. The department is also running the "Name Your Park Plow" community engagement event, with 160 public submissions narrowed to finalists; voting continues through December 28, and winning names will appear on Parks snowplow vehicles. Finalist favorites include *Snow Bob Plow*, *Boulevard Beast*, *Stormbreaker*, and *Clear-a-Pathra*.

b. Project Updates

Superintendent Medeiros presented the Project Updates. Page Park renovations are experiencing delays due to electrical work at the pickleball courts, as Eversource now requires a full pad replacement, pushing substantial completion to January–February 2026; field lights are tied to the same system but are not part of the current scope. Phase 2, including the pavilion parking turnaround and pond work, and Phase 3 / alternatives bidding have been delayed by the purchasing office to January 2026, with approximately \$3 million remaining in the project budget for Phase 2. The Rockwell Park Revitalization Grant is on hold pending a state MOU and municipal resolution, and work cannot begin until the MOU is finalized. For the Rockwell Maintenance Building, the revised HVAC proposal increased from \$26,000 to \$76,000, and alternatives are being explored to reduce costs while addressing safety concerns, with resolution expected early 2026. Lastly, the starter blocks installation remains scheduled for Spring 2026.

c. Year to Date Financials

Superintendent Medeiros presented the Year-to-Date Financials. At the six-month mark of the fiscal year, the department is on track financially with no major budgetary concerns. Overages have occurred in water and sewer lines, largely due to aging splash pads, but these are expected to decrease once the Rockwell Splash Park and Page Park Phase 3 renovations are completed. Vandalism-related costs have been higher this year, though efforts are being made to ensure proper billing to the correct accounts. Other accounts are stable, with slightly lower recreation and aquatics revenue due to modest declines in preschool and teen camp enrollment and aquatics rates. Overall, the department expects to remain within budget, though exceeding revenue targets may be less likely.

d. 2026 Board of Park Commissioner Subcommittee Assignments

Superintendent Medeiros presented the 2026 Board of Park Commissioner Subcommittee Assignments. The 2026 subcommittee assignments largely mirror 2025, with Rob Parenti replacing John Fitzgerald. Vice Chair Fiorito will chair the Finance Committee, Commissioner Donovan Policy and Strategy, and Commissioner Weber Fund Development, with Deputy Superintendent Larson leading policy work and Community Engagement Coordinator Erica Ussery continuing in fund development. The current configuration is expected to maintain momentum, and feedback on any changes are welcome.

e. Strategic Plan Updates

Superintendent Medeiros presented the Strategic Plan Updates. The 2026 strategic plan prioritizes advancing Parks initiatives with staff leads and structured engagement, including alternating Fund Development and Policy Committee meetings. Key efforts include the ADA audit (report by June), adoption of 20 CAPRA policies, and completion of a staff orientation program by January 2027. Commissioner-focused initiatives include the Park Safety Task Force to improve perceived safety and the Public Awareness on Littering Task Force to launch a campaign in spring/summer. A robust schedule of meetings, brainstorming, and heat-mapping exercises is in place to ensure progress on all strategic priorities.

Commissioner Lamothe inquired about an update on Hoppers - Birge Pond. Erik Madsen of 70 Oak Hill Drive in Bristol, and Friends of the Hoppers Birge Pond Preserve board member, have been granted intervenor status and are participating as an equal party in the review process. We believe any development on this property would negatively impact the surrounding park, and we are firmly opposed to it.

The application is currently under wetlands review and is moving slowly. This week, the planning department issued a negative recommendation, which was an important step in our favor. Zoning has been delayed and would ultimately depend on the Inland/Wetlands Commission's approval. Our focus is on stopping the project at the wetlands level. The developer is now facing unexpected issues with wetlands located in the park across Grassy Road, close to the project site. Conflicting soil studies have produced very different conclusions about the extent of these wetlands, highlighting how results can vary depending on who commissions the analysis.

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

5. Old Business

a. By Commissioners

Commissioner Lamothe conveyed the veterans remain concerned about signage on the boulevard, particularly related to truck traffic, and want to know what is happening. There

had been discussion, through the park liaison, about installing signage, but the process appears to have stalled because the land is state property.

Public Works is handling the issue. The timeline mentioned previously was around 2026, though there were indications from city officials that it may be getting closer. Superintendent Medeiros stated that he will follow up with Public Works regarding this matter.

6. New Business

a. Presentation of the 2025 Bristol Parks, Recreation, Youth & Community Services Annual Report

Superintendent Medeiros presented the 2025 Bristol Parks, Recreation, Youth & Community Services Annual Report. Superintendent Medeiros acknowledged Community Engagement Coordinator Erica Ussery, for her exceptional work in creating the Annual Report.

The Bristol Parks, Recreation, Youth, and Community Services Annual Report has been completed and is now available on the department's website. It highlights key accomplishments and impact over the past year, including 8,500 program participants, nearly 10,000 hours of field and pavilion rentals, close to 2,000 summer campers, and strong growth at Downtown Live, including the first fully sold-out show and over 2.2 million social media views. Park satisfaction remains high, with Rockwell, Page, and Hoppers-Birge Pond the most visited parks. Walking trails, playgrounds, and pools were the most popular amenities, and over 80% of respondents reported positive wellness benefits. While most users reported no access barriers, cleanliness, parking, and program awareness were identified as areas needing improvement. The Dennis Malone Aquatic Center reported strong usage and satisfaction, with 96% of patrons satisfied overall and continued benefits from recent facility upgrades. The department also reported positive trends in youth wellness data through the BEST program, though long-term funding will be needed once the federal grant ends in September 2026. Employee satisfaction stands at 76%, with plans underway to improve training and professional development. The department's \$5.8 million budget represents less than 1% of the city's total expenditures, and efforts are ongoing to supplement funding through a future Parks Foundation.

MOTION: Made by Vice Chair Fiorito to place the Bristol Parks, Recreation, Youth & Community Services Annual Report on file.
Seconded by Commissioner Donovan; all in favor; motion carried.

b. Approve the Fiscal Year 2026-2027 Proposed Parks, Recreation, Youth & Community Services Budget and refer to the Comptroller's Office

Superintendent Medeiros presented the Fiscal Year 2026-2027 proposed Parks, Recreation, Youth & Community Service Budget for approval and refer to the Comptroller's Office. Staff provided a high-level overview of the proposed budget, noting that all required hearings had been completed and that adjustments and recommendations were developed based on trend analysis, the economic forecast, and

other relevant factors. The committee was advised that endorsement was being sought, after which the proposal would be forwarded to the Controller's Office for further review, followed by presentation to the Board of Finance. Final approval is anticipated in May, with funding to take effect on July 1, 2026.

The Administration budget was presented as largely status quo, with minor increases driven by projected utility costs in accordance with the economic forecast and recommended slight reductions to liability insurance based on recent trends. The primary increase within the Administration budget reflects a request to restore funding for the City Arts and Culture Commission to \$15,000, consistent with historical funding levels, following a reduction to \$5,000 in the prior fiscal year.

The Parks operating budget reflects an overall increase of approximately 2% before regular wages, which are calculated separately by the Comptroller's Office based on union negotiations. Revenues are largely held flat, with a small anticipated growth from Muzzy Field and a placeholder estimate of roughly \$32,000 for the Bristol Blues contract, which is up for renegotiation in early 2026. Seasonal wage increases include the approved minimum wage scale-up, while a key decision point remains whether to fund two additional full-time park maintainers or continue higher seasonal staffing costs. Additional increases are driven by rising water and sewer rates tied to aging splash park infrastructure, with expected long-term savings following planned revitalizations, alongside slight adjustments for equipment, conferences, and memberships.

The Recreation budget includes increases in professional fees and program supplies to account for rising costs such as transportation, field trips, and camp materials, along with a \$12,950 increase in part-time wages tied to the January 1, 2026, minimum wage adjustment. Slight increases are also recommended for conferences and memberships to support staff participation in the NRPA conference in Philadelphia. To help offset these cost pressures while remaining mindful of affordability and access, the department is recommending a \$5 increase per program, projected to generate approximately \$16,000 in additional revenue and bring total program revenue from about \$313,000 to \$330,000.

The Aquatics budget recommends modest revenue increases tied to the department-wide \$5 program increase and reflects the final year of the Parks Board-approved four-year membership rate plan, with future discussions anticipated on a new phased approach to keep rates affordable. On the expense side, small increases are proposed for overtime to address operational uncertainties, professional fees driven largely by rising Red Cross certification costs, and necessary items such as chlorine, alarm system upgrades, and AED pad replacements. Heating at Page Pool remains a long-term concern, with the existing oil tank nearing the end of its lifespan and likely to be addressed as a future capital outlay rather than in this budget cycle.

For the Pine Lake Challenge Course, the budget focuses on investing in facilitator recruitment and training to address ongoing staffing shortages that have limited program capacity. Funds are included in hosting a local training session in Bristol, recognizing the upfront cost but viewing it as a necessary investment to expand operations. As the course operates within a special revenue fund and is treated as a self-supporting enterprise rather than a taxpayer-funded program, the department is taking a measured approach; despite increased investment in training, the overall budget reflects a 35% decrease compared to the prior fiscal year while positioning the program for future growth.

The capital outlay proposal outlines a range of one-time purchases under \$100,000

focused on maintaining facilities, improving efficiency, and addressing deferred needs, totaling approximately \$540,000. Key items include replacement of the Dennis Malone Pool scoreboard, backup pool pumps to prevent extended closures, cosmetic and safety improvements at Muzzy Field, bleacher replacements across multiple parks, robotic field painters to improve efficiency as field responsibilities expand, and replacement of aging park vehicles. While all items are recommended, the board discussed the likelihood that only some requests may be funded and emphasized the importance of prioritizing safety, operational continuity, and long-deferred investments if reductions are required.

The capital improvement plan prioritizes full funding for the Page Park revitalization, with an estimated \$14 million needed to complete Phase 3 and finish the project, which has been deferred for the past two fiscal years and remains the department's top priority. Additional major recommendations include advancing long-delayed improvements at Hoppers–Birge Pond to address critical boardwalk and dam issues, continued investment in other deferred park projects such as Peck Park, and a comprehensive approach to replacing multiple failing roofs at Rockwell Park rather than as needed repairs. Collectively, these requests reflect an effort to address significant deferred maintenance, protect public safety, and complete long-planned projects that have been repeatedly postponed.

Deputy Superintendent Larson presented several fee schedule options for DMAC rentals and field use in response to Board of Finance requests, including potential increases intended to offset costs and discourage field overbooking. While a moderate increase option initially gained support, commissioners raised concerns about the impact on youth sports organizations, consistency with regional practices, and the potential for community backlash. As a result, there was no action on fee changes, and continued discussions, including the possibility of convening a youth sports summit to address field allocation and related issues.

MOTION: Made by Vice Chair Fiorito to Approve the Fiscal Year 2026-2027 Proposed Parks, Recreation, Youth & Community Services Budget and refer it to the Comptroller's Office.

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

c. Approve the 2026 Board of Park Commissioners Meeting Calendar

Superintendent Medeiros presented the 2026 Board of Park Commissioners Meeting Calendar. The Board discussed the proposed 2026 meeting calendar, including whether meetings are typically held during the summer months. It was noted that the Board had previously approved the full calendar and canceled meetings as needed, and alternative summer activities such as an informal park gathering were suggested for future consideration. The October site visit was highlighted as a productive use of time, and the calendar was approved as presented, with the understanding that meetings may be adjusted if necessary.

MOTION: Made by Vice Chair Fiorito to Approve the 2026 Board of Park Commissioner Meeting Calendar.

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

d. By Commissioners

Commissioner Lamothe thanked all the people who attended the Carol Sing. The event was a success even with the cold temperatures. Mayor Zoppo-Sassu stated that she had been receiving requests to bring back the Parade in Reverse. She also made suggestions to improve future holiday celebrations, including revisiting the Parade in Reverse format to reduce costs and increase community engagement. It was noted that opportunities may exist to work more formally with City departments or Parks and Recreation to coordinate logistics and funding mechanisms as planning continues for 2026.

Superintendent Medeiros presented an update on the "No Trucks" sign on Memorial Boulevard. The Public Works Director responded to an email inquiry. The response stated that there is an existing "No Truck" sign on the westbound lane, and that the Department of Public Works has Department of Transportation approval to install an additional sign in the eastbound lane along CT Route 72, near the gas facility, with coordination currently underway. The Department of Transportation is also scheduled to replace the traffic signal at the Memorial Boulevard, Down Street, Blakeslee Street, and CT Route 72 intersection, and DPW has requested approval to install a "No Trucks" sign on the signal head. The matter had been advanced to Public Works at the previous meeting, and the update was received positively by the Board.

7. Reports and Committee Reports

a. Fund Development & Advocacy Committee

Nothing to report.

b. Policy & Strategy Committee

Nothing to report.

c. Finance Committee

Nothing to report.

d. City Council Liaison Update

Mayor Ellen Zoppo-Sassu distributed a map to the Board showing parcels related to the Hoppers–Birge Pond area, including properties owned by HTH Holdings, adjacent private parcels, and City-owned land. It was noted that three privately owned parcels west of the Hoppers are potentially for sale, and that a Planning Commission referral regarding the HTH Holdings proposal resulted in a non-binding negative referral due to scenic impact concerns. Discussion included the proposed land swap involving a six-acre parcel in the core forest area and a five-acre City parcel, noting that state DEEP approval and replacement land requirements under state statute would apply. The Board was advised that the parcels in question are zoned residential and may be developed as a use by right, underscoring the importance of ongoing coordination with stakeholders to protect the core forest area. It was further noted that wetlands and zoning reviews are ongoing, additional nearby parcels may be coming on the market, and future consideration could be given to including multiple parcels in a single open space grant application.

8. Adjournment

MOTION: Made by Vice Chair Fiorito to adjourn at 7:58 p.m.
Seconded by Commissioner Lamothe; all in favor; motion carried.

Respectfully Submitted,
Amaris Estrada
Recording Secretary
Board of Park Commissioners

DRAFT



Superintendent Report
Board of Park Commissioners
January 21, 2026

I. Parks, Grounds and Facilities Division Highlights

- Muzzy Field was selected as the 2025 Baseball Field of the Year (School & Parks Category) for all of North America with the Sports Field Management Association. The Field of the Year is awarded to natural grass fields that exhibit excellent playability and safety and whose managers utilize innovative solutions, effectively use their budgets, and have implemented a comprehensive agronomic program. Athletics and Ballfields Supervisor Doug Trillo will be accepting the award at the annual SFMA conference in January 2026.
- The Parks crew decorated across the park system for the holiday season to help spread holiday cheer in Bristol.
- The Environmental Learning Centers of CT has begun removing stockpiled sand, gravel and discarded construction material from the Burlington parcel of the Pigeon Hill Preserve which was called for in the OWSA grant that helped protect the property. After completion, the ELCCT will be able to restore the old gravel pit into viable wildlife habitat.

Accucom Work Order System	December 2024	December 2025
Work Orders Submitted	3	1
Work Orders Closed in December	29	1
Work Orders Still Open	Data not collected	11

II. Recreation Division Highlights

- Recreation Supervisor and Recreation Program Assistant met with the members of the Bristol Retiree Golf League for their annual holiday gathering and discussion of the 2026 league.
- Preparation for Summer Camps have already begun. A majority of the field trips for Summer of 2026 have already been booked and staff recruitment has begun.
- The Recreation Team met with various new field trip locations to determine whether they would be a good fit for our summer camps. Potential new field trips include Fun Max, Flamig Farm, and Creative Jam Art.

Recreation & Event Measures	December 2024	December 2025
# of youth engaged in recreation programs	179	192
# of adults engaged in recreation programs	141	166*
Total # of recreation programs running	14	10

**Number only accounts for team captain within the co-ed volleyball league. The number also doesn't include the large amount of drop in participants within the volleyball open gym program. Number is actually higher than listed with other members of the team and drop ins.*

III. Aquatics Division Highlights

- The Aquatics Division's Adult Swim Lessons have now completed a whole year cycle of being offered. Classes are offered on Tuesdays and Thursdays at two levels: Adult Swim- Learning the Basics and Adult Swim-Improving Skills and Swimming Strokes. This program increases access to essential life-saving swimming skills and 73 people have participated in this program so far.
- Another successful Scuba Santa event was held at the Dennis Malone Aquatics Center. A total of 105 participants attended the two-day event and attendees helped fill a donation box in support of our Holiday Gift Giving program.
- The Bristol Splash Team is currently undefeated in the Yankee League, with additional meets scheduled through March.

Aquatics Measures	December 2024	December 2025
# of visits to the Dennis Malone Aquatics Center	1347	1290
# of pool memberships sold	69	41
# of program participants	597	713

IV. Outreach, Marketing, and Event Highlights

- Mayor Ellen Zoppo Sassu joined BPRYCS as Bill Foelsch, a representative for the American Academy for Park and Recreation Administration (AAPRA), presented the Finalist Plaque for the 2025 National Gold Medal Award for Excellence in Park and Recreation Management on behalf of National Recreation and Park Association and AAPRA to BPRYCS staff at the December All-Staff Meeting on December 10th.
- BPRYCS launched the "Name that Parks Plow" campaign; asking community members to submit and vote on names for the BPRYCS snow plows. The campaign aims to highlight the BPRYCS park maintenance team is a critical contributor to the City of Bristol's snow operations. BPRYCS Mechanic, Michael Dinice, came up with the idea and enlisted the help of Community Engagement Coordinator, Erica Ussery, to make the campaign come to life.
- Aquatics Supervisor, Raelynne Andrews, and Aquatics Coordinator, Daniel Stowe, met with Community Engagement Coordinator, Erica Ussery on December 10th to talk through an organized approach to promoting aquatics programs and revamp advertising efforts.

Outreach, Marketing, and Event Measures	December 2024	December 2025
Unique # of visits to the Parks Project Portal*	420	257
Total # of e-mails sent	26	25
% of emails opened	48%	48%

Email click rate	4%	2%
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**In December 2024 we released messaging via the Parks Project Portal about Sledding locations and Page Park construction.*

Upcoming Special Events - Save the Date

Event Name	Date	Time	Location
DMAC Scoreboard Fundraiser	Ongoing		BristolRec.com
Name That Snow Plow Contest	Ongoing		BristolRec.com
Downtown Live: The Soul Session 2026	January 17, 2026	5:00 – 10:30 PM	Downtown Live at the Rockwell Theater (70 Memorial Boulevard)
Downtown Live: Harvest & Rust – A Neil Young Experience	February 6, 2026	7:00 – 9:00 PM	Downtown Live at the Rockwell Theater (70 Memorial Boulevard)
February Vacation Camp (Grades 1-6)	February 16 – 17, 2026	9:00 AM – 3:00 PM	Mrs. Rockwell's Pavilion

Parks, Recreation, Youth & Community Services Capital Improvement Projects (Updated: 1/15/2026)

ACTIVE PROJECTS

Project Name	Description	Status	Cost Estimates	Funding Source(s)	Target Completion
ADA Audit & Transition Plan	To conduct an ADA Assessment and develop a transition plan for all parks and facilities in alignment with our <i>strategic objective 2.2</i> to increase accessibility and access	Submitted all relevant materials and scope to the Purchasing Department. Awaiting notice to go out to bid and hire a firm to conduct this work.	\$60,000	Misc. Trust-0017021-589100	Summer 2026
Dennis Malone Aquatics Center Diving Board/Starter Block Replacements	To replace the diving board and starter blocks at the indoor pool	Contract was awarded to CT Custom Aquatics at the September City Council meeting. Vendor has anticipated approximately 6 months for construction and installation of the new diving board and starter blocks.	\$100,000	\$100,000-LoCIP \$17,057.80- misc carry over	Spring 2026
Page Park Revitalization	Utilize the Page Park master plan to fully renovate the park.	Phase 1 construction is 95% complete with outstanding electrical work being required by Eversource to complete the pickleball lights. Dayton is aware the city expects this to be resolved in time for the spring. Phase 2 is out to bid with a pre-bid meeting scheduled for 1/22 and a bid opening on 2/9. Over 40 vendors have already opened the bid file. We expect phase 2 construction to begin in the spring following a successful contract award.	\$18.9 million	\$18.9 million- CIP (3027010)	TBD 2027/2028
Rockwell Park Revitalization	A wholesale revitalization of Rockwell Park to include pool house renovations, new splash park, playground, lighted basketball courts, ADA trail	CT-DEEP is now requesting a municipal resolution from the city. This document was developed by Corporation Counsel and approved by City Council in January. We anticipate a signed MOU with CT-DEEP in the coming days but have no timeline from them. We continue to organize and plan in the	\$3.8 million	\$1.9 million- CIP \$1.9 million- matching ORLP federal grant	TBD 2027

	improvements and disc golf course enhancements	meantime so we can be ready to move forward once authorized.			
Rockwell Maintenance Building Improvements (Phase 2)	Physical improvements to maintenance building to improve working conditions for the crew.	The RW Building Committee continues to review solutions for the HVAC unit and have sought additional quotes to ensure we are getting the best system/value. Phase 2 is ready to commence once we make final determinations on the HVAC.	\$95,000	\$95,000- LoCIP	Spring 2026

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	-400,000	-421,912.30	.00	.00	21,912.30	105.5%
0017021 480004 PARK TRUST GOODSSELL	-23,330	-23,330	-13,780.00	.00	.00	-9,550.00	59.1%*
0017021 514000 REGULAR WAGES & SAL	417,250	424,355	217,790.94	.00	.00	206,564.06	51.3%
0017021 515100 OVERTIME WAGES & SA	3,000	3,000	838.21	.00	.00	2,161.79	27.9%
0017021 541000 PUBLIC UTILITIES	11,100	11,100	9,419.48	.00	1,680.52	.00	100.0%
0017021 541100 WATER & SEWER CHARG	700	700	316.58	.00	383.42	.00	100.0%
0017021 543000 REPAIRS & MAINTENAN	1,750	1,750	475.50	.00	1,224.50	50.00	97.1%
0017021 552100 LIABILITY INSURANCE	112,235	112,235	107,969.81	.00	.00	4,265.19	96.2%
0017021 553000 TELEPHONE	5,000	5,000	3,316.23	.00	1,683.77	.00	100.0%
0017021 553100 POSTAGE	600	600	158.48	.00	.00	441.52	26.4%
0017021 557700 ADVERTISING	8,000	8,000	2,007.74	.00	1,000.00	4,992.26	37.6%
0017021 561800 PROGRAM SUPPLIES	2,500	2,500	2,603.99	.00	133.59	-237.58	109.5%*
0017021 562200 NATURAL GAS	2,300	2,300	1,582.12	.00	717.88	.00	100.0%
0017021 569000 OFFICE SUPPLIES	2,000	2,000	505.82	.00	1,093.09	401.09	79.9%
0017021 581120 CONFERENCES & MEMBE	6,500	6,500	4,996.26	.00	600.00	903.74	86.1%
0017021 583120 ARTS & CULTURE COMM	5,000	5,000	4,050.00	.00	.00	950.00	81.0%
0017021 589100 MISCELLANEOUS	0	128,224	30,292.32	.00	38,497.20	59,434.91	53.6%
TOTAL PARKS ADMINISTRATION	154,605	289,934	-49,368.82	.00	47,013.97	292,289.28	-.8%
TOTAL GENERAL FUND	154,605	289,934	-49,368.82	.00	47,013.97	292,289.28	-.8%
TOTAL REVENUES	-423,330	-423,330	-435,692.30	.00	.00	12,362.30	
TOTAL EXPENSES	577,935	713,264	386,323.48	.00	47,013.97	279,926.98	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	154,605	289,934	-49,368.82	.00	47,013.97	292,289.28	-.8%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR:	ORIGINAL	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENTALS	-30,000	-30,000	-21,680.75	.00	.00	-8,319.25	72.3%*
0017022 450321 RENTALS	-21,000	-21,000	-21,445.00	.00	.00	445.00	102.1%
0017022 450322 CONCESSION & MISC	-7,000	-7,000	-7,350.02	.00	.00	350.02	105.0%
0017022 514000 REGULAR WAGES & SAL	1,246,415	1,250,245	638,630.91	.00	.00	611,614.09	51.1%
0017022 515100 OVERTIME WAGES & SA	110,000	110,000	54,621.87	.00	.00	55,378.13	49.7%
0017022 515200 PARTTIME WAGES & SA	105,000	105,000	69,365.13	.00	.00	35,634.87	66.1%
0017022 541000 PUBLIC UTILITIES	100,000	100,000	56,455.92	.00	43,544.08	.00	100.0%
0017022 541100 WATER & SEWER CHARG	55,000	55,000	94,490.95	.00	2,109.05	-41,600.00	175.6%*
0017022 542140 REFUSE	15,000	15,000	3,313.34	.00	5,370.06	6,316.60	57.9%
0017022 543000 REPAIRS & MAINTENAN	55,000	55,000	35,044.67	.00	22,370.45	-2,415.12	104.4%*
0017022 543100 MOTOR VEHICLE SERVI	11,000	11,000	6,341.30	.00	4,659.65	-.95	100.0%*
0017022 561400 MAINT SUPPLIES & MA	100,000	100,000	38,886.03	.00	50,445.60	10,668.37	89.3%
0017022 562100 HEATING OIL	13,500	13,500	5,190.00	.00	8,310.00	.00	100.0%
0017022 562200 NATURAL GAS	950	950	1,930.45	.00	2,019.55	-3,000.00	415.8%*
0017022 562600 MOTOR FUELS	37,000	37,000	12,006.63	.00	392.58	24,600.79	33.5%
0017022 563000 MOTOR VEHICLE PARTS	25,000	25,000	18,042.28	.00	8,266.89	-1,309.17	105.2%*
0017022 563100 TIRES	5,000	5,000	272.85	.00	4,727.15	.00	100.0%
0017022 570905 SMALL EQUIPMENT	10,000	10,000	1,813.24	.00	5,000.00	3,186.76	68.1%
0017022 581120 CONFERENCES & MEMBE	5,500	5,500	3,929.37	.00	.00	1,570.63	71.4%
0017022 581200 VANDALISM	4,000	4,000	15,066.41	.00	3,011.59	-14,078.00	452.0%*
TOTAL PARKS GROUNDS & FACILITIES	1,840,365	1,844,195	1,004,925.58	.00	160,226.65	679,042.77	63.2%
TOTAL GENERAL FUND	1,840,365	1,844,195	1,004,925.58	.00	160,226.65	679,042.77	63.2%
TOTAL REVENUES	-58,000	-58,000	-50,475.77	.00	.00	-7,524.23	
TOTAL EXPENSES	1,898,365	1,902,195	1,055,401.35	.00	160,226.65	686,567.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	1,840,365	1,844,195	1,004,925.58	.00	160,226.65	679,042.77	63.2%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
0017023 RECREATION								
0017023 450105 PROGRAM FEES	-313,000	-313,000	-231,149.28	.00	.00	-81,850.72	73.8%*	
0017023 514000 REGULAR WAGES & SAL	141,325	143,080	73,437.96	.00	.00	69,642.04	51.3%	
0017023 515100 OVERTIME WAGES & SA	500	500	100.79	.00	.00	399.21	20.2%	
0017023 515200 PARTTIME WAGES & SA	371,000	371,000	267,486.12	.00	.00	103,513.88	72.1%	
0017023 531000 PROFESSIONAL FEES &	130,000	130,000	112,069.03	.00	16,817.30	1,113.67	99.1%	
0017023 561800 PROGRAM SUPPLIES	30,000	30,000	3,024.00	.00	5,215.47	21,760.53	27.5%	
0017023 581120 CONFERENCES & MEMBE	3,000	3,000	2,318.94	.00	.00	681.06	77.3%	
TOTAL RECREATION	362,825	364,580	227,287.56	.00	22,032.77	115,259.67	68.4%	
TOTAL GENERAL FUND	362,825	364,580	227,287.56	.00	22,032.77	115,259.67	68.4%	
TOTAL REVENUES	-313,000	-313,000	-231,149.28	.00	.00	-81,850.72		
TOTAL EXPENSES	675,825	677,580	458,436.84	.00	22,032.77	197,110.39		

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	362,825	364,580	227,287.56	.00	22,032.77	115,259.67	68.4%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR:	ORIGINAL	REVISED					AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
0017024 AQUATICS								
0017024 450103 POOL CHARGES	-245,000	-245,000	-134,780.33	.00	.00	-110,219.67	55.0%*	
0017024 514000 REGULAR WAGES & SAL	224,080	228,720	116,278.59	.00	.00	112,441.41	50.8%	
0017024 515100 OVERTIME WAGES & SA	6,000	6,000	3,420.91	.00	.00	2,579.09	57.0%	
0017024 515200 PARTTIME WAGES & SA	550,000	550,000	340,509.18	.00	.00	209,490.82	61.9%	
0017024 531000 PROFESSIONAL FEES &	6,400	6,400	94.00	.00	4,306.00	2,000.00	68.8%	
0017024 541000 PUBLIC UTILITIES	30,000	30,000	6,400.45	.00	23,599.55	.00	100.0%	
0017024 541100 WATER & SEWER CHARG	20,000	20,000	16,023.68	.00	3,976.32	.00	100.0%	
0017024 543000 REPAIRS & MAINTENAN	30,000	30,000	15,812.13	.00	6,349.85	7,838.02	73.9%	
0017024 561400 MAINT SUPPLIES & MA	33,500	33,500	25,838.64	.00	11,601.91	-3,940.55	111.8%*	
0017024 561800 PROGRAM SUPPLIES	15,000	15,000	1,175.71	.00	11,236.99	2,587.30	82.8%	
0017024 562100 HEATING OIL	4,660	4,660	1,686.42	.00	2,973.58	.00	100.0%	
0017024 562200 NATURAL GAS	33,000	33,000	12,684.61	.00	20,315.39	.00	100.0%	
0017024 581120 CONFERENCES & MEMBE	3,000	3,000	707.00	.00	.00	2,293.00	23.6%	
TOTAL AQUATICS	710,640	715,280	405,850.99	.00	84,359.59	225,069.42	68.5%	
TOTAL GENERAL FUND	710,640	715,280	405,850.99	.00	84,359.59	225,069.42	68.5%	
TOTAL REVENUES	-245,000	-245,000	-134,780.33	.00	.00	-110,219.67		
TOTAL EXPENSES	955,640	960,280	540,631.32	.00	84,359.59	335,289.09		

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	710,640	715,280	405,850.99	.00	84,359.59	225,069.42	68.5%

** END OF REPORT - Generated by Amaris Estrada **

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

ACCOUNTS FOR:			ORIGINAL	REVISED				AVAILABLE	PCT
132	PINE LAKE ADVENTURE PARK FUND		APPROP	BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
1321032 PINE LAKE ADVENTURE PARK									
1321032 422004	CHALLENGE COURSE FE		-60,000	-60,000	-4,722.00	.00	.00	-55,278.00	7.9%*
1321032 460000	INTEREST INCOME		0	0	-232.39	.00	.00	232.39	100.0%
1321032 515300	SEASONAL WAGES		43,900	43,900	3,067.50	.00	.00	40,832.50	7.0%
1321032 531000	PROFESSIONAL FEES &		12,800	12,800	2,681.89	.00	.00	10,118.11	21.0%
1321032 557700	ADVERTISING		1,200	1,200	23.40	.00	.00	1,176.60	2.0%
1321032 561400	MAINT SUPPLIES & MA		1,100	1,100	.00	.00	.00	1,100.00	.0%
1321032 561800	PROGRAM SUPPLIES		1,000	1,000	.00	.00	.00	1,000.00	.0%
TOTAL PINE LAKE ADVENTURE PARK			0	0	818.40	.00	.00	-818.40	100.0%
TOTAL PINE LAKE ADVENTURE PARK FU			0	0	818.40	.00	.00	-818.40	100.0%
TOTAL REVENUES			-60,000	-60,000	-4,954.39	.00	.00	-55,045.61	
TOTAL EXPENSES			60,000	60,000	5,772.79	.00	.00	54,227.21	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 13

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	818.40	.00	.00	-818.40	100.0%

** END OF REPORT - Generated by Amaris Estrada **



Strategic Work Plan for 2026

Strategic Activities Overview: The following strategic activities were prioritized for 2026 as a result of Board and staff consensus following a review of the strategic plan baseline data gathered in 2025. The following table represents a high-level overview of the activities, where the work will live and which staff member leads the work.

Strategic Activities for 2026	Work Group	Staff Lead
<i>Objective 4.3:</i> Advance the development of the 501c3 Park Foundation or Friends of BPRYCS <i>Step 2: Defining the Foundation/Scope Step 3: Recruitment of Founders</i>	Fund Development Committee: Board of Park Commissioners	Community Engagement Coordinator Erica Ussery
<i>Objective 3.1:</i> Align BPRYCS programs with the 7-Dimensions of Wellbeing. Step 1: Internal Adoption, Step 2: External Campaign promoting the benefits and impact	7- Dimensions of Wellbeing Programming Committee	Superintendent Medeiros & Recreation Supervisor Amry Shelby
<i>Objective 2.2:</i> Step 1: Conduct ADA Audit & develop design standards for recreation amenities. Step 2: Public presentation & align priorities in CIP	N/A	Superintendent Medeiros
<i>Objective 2.3:</i> Standardize and document our community engagement processes which include methods for engaging underrepresented voices	N/A	Community Engagement Coordinator Erica Ussery
<i>Objective 1.3:</i> Create and adopt more policies that advance us closer to CAPRA Accreditation (<i>Goal: 20 new policies for 2026</i>)	Policy & Strategy Committee: Board of Park Commissioners	Deputy Superintendent Sarah Larson
<i>Objective 1.1:</i> Develop and implement an Orientation Program customized for each full-time position <i>Step 1: Development of the program Step 2: Creating On-Boarding Documents & Training Supervisors</i>	Learning & Staff Development Committee	YCS Supervisor Stephen Bynum & Deputy Superintendent Sarah Larson
<i>Objective 1.2:</i> Develop and adopt a vetted action plan that improves public perception of park safety <i>Step 1: Development of the plan Step 2: Align resources and implement the plan</i>	Park Safety Taskforce	Superintendent Medeiros
<i>Objective 1.2:</i> Establish and execute a plan for increasing public awareness of littering	Public Awareness on Littering Taskforce	Community Engagement Coordinator Erica Ussery

2026 Strategic Engagement Overview

Committee/Work Group Name	Meeting Schedule	Meeting Agendas	Work Product Goal	Status Update
Fund Development Committee (Parks Board)	1/21/26 @5pm 3/18/26 @5pm 5/20/26 @5pm 7/15/26 @5pm 9/16/26 @5pm 11/18/26 @5pm	To advance Phase 2- Defining the Foundation/Scope of the 501c3	End 2026 with all foundational documents established in order to start strategic recruitment of founding board members in 2027	January meeting cancelled due to commission changes on Parks Board. Internal work is being completed in preparation for board engagement on 3/18.
ADA Audit	6/17/26 (<i>Board of Park Commissioner Presentation</i>)	Hire a firm to assist with ADA Audit and inclusion design standards.	Present findings of the ADA Audit and inclusion standards to the Board of Park Commissioners in June 2026. Include priorities in the FY 27/28 Capital Improvement Plan	Documents submitted to Purchasing Department. Awaiting Purchasing Agent to go out to bid to hire a firm to conduct the audit.
Community Engagement Process	1/14/26 @10am (Brainstorm session) 3/11/26 @10am (Review draft process) 4/15/26 @ 6pm (<i>Board of Park Commissioners Presentation</i>)	To produce a policy that standardizes and documents our community engagement processes which include methods for engaging underrepresented voices	Completed Community Engagement Process presented to Policy & Strategy Committee and adopted by Parks Board in April 2026.	Brainstorming meeting was held with Superintendent and Community Engagement Coordinator. Erica is developing a draft of the policy in preparation for 3/11 draft review and 4/15 Parks Board approval.
7-Dimensions of Wellbeing Programming Committee	11/17/25 @ 10am (Finalize benefits/dimensions & survey questions) 1/12/26 @10am (Survey launch, budget input &	To advance the full alignment of the 7-dimensions of wellbeing framework, collect benefits-based data and produce a public	Part 1: Present internal work at the April All-Staff Meeting Part 2: Launch a public facing campaign to communicate impact in 2027	Programming staff met 1/12 to finalize survey development and are actively working on updating surveys to begin collecting 7-dimension benefits-based data. Surveys will be launched as programs end this winter.

	response rate strategy • 3/16/26 @10am (program cost analysis by dimension, presentation planning) • 4/29/26 @10am (<i>All-Staff Meeting Presentation</i>) • 9/2/26 @10am (integration into website and brainstorm public campaign) • 10/7/26 @10am (preliminary review of data, determine which data to uplift, schedule meetings and timeline for 2027)	facing campaign to communicate impact.		
Policy & Strategy Committee (Parks Board)	• 2/18/26 @5pm • 4/15/26 @5pm • 6/17/26 @5pm • 8/19/26 @5pm • 10/21/26 @5pm	To present policy recommendations for commissioner input in order to advance the work of CAPRA and strengthen the department operations	20 New CAPRA Policies approved and filed within the BPRYCS Policy Manual adopted in November 2026	Agenda is being formalized for the 2/18 Policy & Strategy Committee which will provide Park Commissioners the opportunity to weigh in on approaches for a public awareness on littering campaign and a park safety improvement campaign.
Learning & Staff Development	• 1/26/26 @11am (Review work progress on orientation materials)	To develop the orientation program for all full-time	Present Orientation Program at the April All-Staff Meeting. Present the supporting on-boarding materials and	N/A. Kick-off meeting will be held on 1/26.

	• 2/18/26 @4pm (<i>All-Staff Meeting</i> Brainstorm on general job functions and special job specific orientation) • 3/16/26 @ 4pm (Review draft orientation plan) • 4/29/26 @10am (<i>All-Staff Meeting Presentation</i>) • 5/11/26 @4pm (Begin developing on-boarding materials and training program) • 6/8/26 @4pm (Continue developing on-boarding materials and training program) • 7/6/26 @4pm (Continue developing on-boarding materials and training program) • 8/10/26 @4pm (Finalize on-boarding materials and training program) • 9/16/26 @10am (<i>All-Staff Meeting Presentation of On-Boarding Materials and Orientation Training Program</i>)	positions in the department	training program at the September All-Staff Meeting. Implement the new program in January 2027 moving forward for any new hires and/or staff promotions	
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Park Safety Taskforce	• 1/15/26 @ 9:15am (Brainstorm Park safety strategy with all staff at Mrs. Rockwell Pavilion) • 2/18/26 @5pm (<i>Policy & Strategy Committee- Parks Board Brainstorm</i>) • 3/18/26 @6pm (<i>Heatmapping/Priority Exercise with Parks Board</i>) • 3/19/26 @9:15am (<i>Heatmapping/Priority Exercise with all-staff</i>) • 4/15/26 @6pm (<i>Board of Park Commissioners Presentation of Priority Ideas</i>) • 4/29/26 @ 10am (<i>All-Staff Meeting Presentation</i>) • <i>Determine future meetings if needed- depending on identified strategies</i>	To brainstorm strategies that will improve park safety and develop a plan for resources needed	Present and get endorsement on the safety improvement plan at the Board of Park Commissioners April 2026 Meeting. Determine required resources/next steps i.e., budget requests	Staff met and engaged in a brainstorming session on 1/15. Ideas were compiled and will be thoroughly vetted and heat mapped on 3/19. Commissioners will have the opportunity to brainstorm on 2/18 Policy & Strategy Committee meeting.
Public Awareness on Littering Taskforce	• 1/8/26 @9:15am (Brainstorm campaign ideas) • 2/18/26 @5pm (<i>Policy & Strategy</i>)	To brainstorm and implement public facing campaign that results in shifting park user behaviors and increase pride in	Present and receive endorsement on the campaign at the Board of Park Commissioners at the April 2026 Meeting. Launch public facing campaign for public	Staff met and engaged in a brainstorming session on 1/8. Ideas were compiled and will be thoroughly vetted and heat mapped on 3/12. Commissioners will have the opportunity to brainstorm on 2/18 Policy & Strategy Committee meeting.

	<i>Committee- Parks Board Brainstorm)</i> • 2/26/26 @10am (Heat map campaign ideas) • 3/12/26 @10am (finalize campaign elements and establish a timeline for launch) • 4/15/26 @6pm (<i>Board of Park Commissioners Presentation</i>) • 4/29/26 @ 10am (<i>All-Staff Meeting Presentation</i>) • Campaign launched in May 2026	the parks in an effort to reduce littering	awareness on littering in May 2026 in time for summer	
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AGREEMENT

AGREEMENT made this ____ day of _____, 2026 by and between the CITY OF BRISTOL, (hereinafter called the "CITY") a municipal corporation having its territorial limits within the County of Hartford and State of Connecticut, and the Friends of the Hoppers, (hereinafter called the "FOH") a non-profit organized under the laws of the State of Connecticut and having its office in the City of Bristol, County of Hartford and State of Connecticut:

WITNESSETH:

WHEREAS, the City owns the property known as the Hoppers and Birge Pond Nature Preserve (hereinafter called the "PARK"). The approximately 280-acre park is located in Bristol, Connecticut, as shown in Attachment "A"; and

WHEREAS, the FOH has an interest to partner with the City in maintenance of the park; and

WHEREAS, the City and FOH declare their mutual dedication and determination to make Bristol a better place to visit, volunteer and work; and

WHEREAS, the goal of the Agreement is to enhance the cooperative relationship between the City and FOH by defining the mission and duties of both parties; and

WHEREAS, the relationship between the City and FOH will be structured to assist FOH in maintenance, fundraising activities, and conservation in order to achieve the City's goals and mission in delivering high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future; and

WHEREAS, FOH will be recognized as a partner with the City and stewards the Park; and

WHEREAS, the City and FOH desire to set forth the terms and conditions of this Agreement;

NOW, THEREFORE, for and in consideration of the promises and mutual covenants herein contained, the parties agree as follows:

1. Permitted Use. The work described within this Agreement and embodied in future Memorandums of Understanding.
2. Responsibilities. The City and the FOH hereby agree to the following:
 - a. **The City:**
 - Remove trash and debris collected by FOH during clean-ups, and provide weekly trash collection at the Park entrance.
 - Work with FOH representatives on ongoing plan review and clarification of responsibilities.

- Meet on a regular schedule to discuss Park operations. The date and time for such meetings will be determined by City staff and FOH representatives.
- Develop a separate Memorandum of Understanding within the first six (6) to twelve (12) months of entering into the agreement for 1) Park maintenance plan, 2) Park programming, 3) long- and short-range Park planning.

b. The FOH:

- Perform on-going maintenance at the Park as outlined in the jointly developed Park maintenance plan at their own expense.
- Support and/or raise funds for ongoing Park maintenance, restoration, expansion and renovation including but not limited to, marketing, fundraising, research, and assistance in short- and long-term planning.
- Facilitate community involvement in Park restoration and design activities that occur at the Park.
- Facilitate fundraising activities as mutually agreed upon in the Memorandum of Understanding which may include, but not limited to, soliciting grants, donations, major gifts, sponsorships and fundraising events at the Park.
- Market and promote activities that are conducted to generate revenue for the Park which may include, but not limited to, education, outreach, programming and special events.
- Maintain financial records, accounting for all gifts received, tax receipts, grant reports, and establish own cash handling procedures.
- Conduct any FOH auditing activities.
- Meet on a regular schedule to discuss Park operations. The date and time for such meetings will be determined by City staff and FOH representatives.
- Develop a separate Memorandum of Understanding within the first six (6) to twelve (12) months of entering into the agreement for 1) Park maintenance plan, 2) Park programming, 3) long- and short-range Park planning.

3. Administration. The Parks, Recreation, Youth and Community Services Department shall administer the project, shall have authority to act on behalf of the City, and shall be the interpreter of the requirements of this Agreement, and specifications of future Memorandums of Understanding.
4. Evaluation. Both parties shall review the Agreement annually, prior to January 1st of each year, to measure the terms and performance of the Agreement.
5. Term/Termination. The term of this Agreement shall begin on the day and year first above written, and shall conclude on December 31, 2026. Three (3) months prior to the conclusion of this agreement, FOH shall submit to the Board of Park Commissioners a letter of intent requesting renewal.

This Agreement may be terminated by either party provided just cause and/or violation of the Agreement upon ten (10) days written notice. Either party may terminate the Agreement for any time by notice in writing at least ninety (90) days before the effective date of termination. In the event that one party provides the other with such notice, the parties will meet promptly to discuss the reasons for and terms of transitioning out of the partnership.

6. Exclusivity. It is expressly understood that this Agreement does not grant exclusive rights to FOH for use of the Park. The CITY expressly retains the rights to use or allow its designees to use said premises for passive recreation and / or similar uses throughout the term of this Agreement, provided that FOH has no scheduled program, or event at such time.
7. Hold Harmless and Indemnification. FOH agrees and covenants to save and keep the CITY, its employees, officers, agents and servants harmless from any and all claims, liability and legal action as may arise from the use of said premises, and to indemnify the said CITY, its employees, officers, agents and servants at all times against any liability, loss, damage, and cost of expense resulting from any injury, loss, damage, accidents or disasters to any persons or property (whether of the public or the employees or agents of FOH or of said CITY or of other persons) occurring on or about said premises, whether due in full or in part to any act or acts of negligence on the part of FOH, its employees, agents, or servants. FOH agrees that it will at all times during the term and duration of this Agreement, at its own expense, keep insured against all liability and expenses with insurance policies written by responsible insurance company lawfully doing business in the State of Connecticut and satisfactory to the CITY. Each and all such policies and insurance shall not contain any provisions under which the liability of the insurance company or companies shall be limited or reduced on account of insurance carried by the CITY. Such policies shall provide that they cannot be cancelled except underwritten notice to the CITY at least ten (10) days prior to the effective date of cancellation. The provisions of said policies and insurance shall be in a form, amount, and substance satisfactory to the City and the Comptroller of the City of Bristol, and a certificate or certificates of insurance shall be delivered to the CITY prior to the effective date of such policies. The CITY shall be named as an additional insured on all said policies and insurances as designated by the Comptroller of the City of Bristol. FOTH further agrees to provide the City with a Certificate of Insurance for any Worker's Compensation that is required by the General Statutes of the State of Connecticut. It is expressly understood that FOH shall not conduct any activity or events or use said premises unless and until all required insurances have been obtained, furnished to the CITY and approved by the CITY hereinbefore provided.
8. Permits. FOH shall be responsible for obtaining all necessary permits, paying required permit fees, and ensuring compliance with all applicable Federal, State, and local government regulations. Coordination with the City will be required.
9. Damages. All damages to the site incidental to the performance of this Agreement and future Memorandums of Understanding shall be repaired or replaced by the FOH.

The City shall not be responsible for any damage, theft, and/or vandalism of FOH materials, equipment and supplies.

10. Assignment or Subletting. It is mutually agreed that FOH shall not have, nor acquire, any title to said premises, or to fixed improvements constructed or to be constructed thereon; and, at the termination of this Agreement shall have no cause, right or claim against the CITY and shall then peaceably vacate said premises. Neither party shall assign any interest in this Agreement unless approved in writing by both parties. FOH shall not make alterations to the area, parking area(s) nor construct any structure thereon without written permission of the Board of Park Commissioners. Future improvements shall not commence without the written consent of the Board of Park Commissioners, and applicable land use agency approvals.
11. Amendments. This Agreement constitutes the entire Agreement and future Memorandums of Understanding between the City and the FOH. This Agreement may be amended, supplemented or modified only by duly executed written instruments as an amendment to this Agreement.
12. Compliance with Laws. FOH shall comply with all state, federal or local laws, or ordinances, codes, rules or regulations governing performance of this Agreement.
13. Non-Discrimination. In accordance with State and Federal laws, FOH shall not discriminate against any person on the basis sex, national origin, race, ethnic background, color, religion, age or disability in its program activities related to this Agreement.

6. Notice shall be sent to the parties at the following addresses:

Josh Medeiros, Superintendent
Parks, Recreation, Youth and Community Services
City of Bristol
111 North Main Street
Bristol, Connecticut 06010

Friends of the Hoppers
c/o Michelle Rudy, President
XXXXXXXXXXXXXXXXXXXX
Bristol, Connecticut 06010

or to such other addresses either party shall designate from time to time.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals and to duplicate of the same tenor and date this ____ day of _____, 2026.

WITNESSES:

CITY OF BRISTOL

By: Mayor Ellen Zoppo-Sassu, Mayor
Duly Authorized by Resolution dated

Friends of the Hoppers

By: Michelle Rudy, President
Duly Authorized by Resolution dated

DRAFT

Bristol Blues
1/12/2025

The Bristol Blues hereby express their interest in renewing the facility rental agreement with the City of Bristol for the continued use of Muzzy Field. We would like to begin the contract renewal process for the 2026 season and the years that follow.

Our goal is to reach an agreement that is mutually beneficial and supports the Bristol Blues' ongoing role as a key provider of sports and entertainment within the community. To that end, we intend to pursue a minimum three-year contract and propose initiating formal discussions in February 2026.

We look forward to working with the City to ensure a successful partnership moving forward.

FUNDED IN PART BY
MAJOR LEAGUE BASEBALL



JORDAN SCHEINER
GENERAL MANAGER

JORDAN.BRISTOLBLUES@GMAIL.COM



Roles & Responsibilities Overview

Board of Park Commissioners and Department Staff

Board of Park Commissioners	Superintendent & Staff
• Annually reviews and approves the department policies and operations manual. Makes recommendations for policy change as appropriate. • Annually reviews, provides input and approves the Superintendent's budget and capital planning requests • Advocates for the department with the general public and at city meetings as appropriate. • May volunteer and assist at department special events and functions. • Serve as ambassadors of the department by promoting the positive benefits of parks and recreation to the greater community. • Approves the Superintendent's requests to utilize the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation for projects and initiatives. • May approve new large scale special events that involve park closures or closures of the Veterans Memorial Boulevard and Muzzy Field. • Approves long term leases of park fields and recreational spaces. • Approves requests from the Superintendent and/or makes recommendations to utilize the Page May Rockwell Trust B for major repairs or improvements to Page Pool. • Provides input into the Parks and Recreation master plans and provides thought leadership to the strategic plan's priorities and approaches. • Serve on sub-committees and special working groups on various issues as directed by Superintendent and/or the Mayor.	• Directs the day-to-day operations of the Parks, Recreation, Youth and Community Services (BPRYCS) Department. • Oversees and directs the work of division supervisors and staff across 6 operational divisions including Administration, Parks Maintenance, Recreation, Aquatics, Youth/Community Services, and Arts & Culture. • Oversees department projects and reports the status to the Board on a regular basis. • Develops policy recommendations to the Board. • Sets the department's goals, objectives and priorities for the year with input from the Board. • Prepares, presents and monitors department operating, capital and special revenue budgets. • Responsible for all aspects of department personnel including hiring, firing, promoting, evaluating and training. • Establishes recreation program calendar, services and fee structures based on community needs, trends and business practices. • Manages the use of city parks and facilities including approving permit requests from outside groups. • Prepares marketing materials to communicate the programs, services and facilities of the department with the public. • Interacts across interdepartmental lines to leverage resources including Police, Public Works, Board of Education, and Comptroller's office.

*The lists are not meant to be all inclusive but rather to illustrate and differentiate the role of a policy board and the work of the operational work of the department's Superintendent and staff.