



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Wednesday, October 19, 2022 at 6:00 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT

Regular Meeting Agenda - CANCELED

1. Call to order

- a. Attendance

2. Acceptance of meeting minutes

- a. September 14, 2022 Regular Meeting Minutes
Documents: Attachment A (Pgs. 3-5)

3. Public participation

4. Employee Spotlight

- a. Erica Benoit, Community Engagement Coordinator
- b. Amry Shelby, Recreation Supervisor

5. Superintendent's Report

- a. Monthly Division Updates
Documents: Attachment B (Pgs. 6-8)
- b. Project Updates
Documents: Attachment C (Pgs. 9-10)
- c. Department Financials
Documents: Attachment D (Pgs. 11-15)

5. Old business

- a. Pigeon Hill Preserve MOU
- b. By Commissioners

6. New business

- a. Presentation from Sean Dagesse; Bank of America on Park Trust Fund Portfolio
- b. Presentation from Phani Gorty on Cricket Field Proposal
- c. Presentation from Brian Avery on Quinlan Park Site Improvements Plans
Documents: Attachment E (Pgs. 16-30)
- d. Presentation from Deputy Superintendent Sarah Larson on Low Mow Pilot Program Proposal
Documents: Attachment F (Pgs. 31-40)
- e. By Commissioners

7. Committee reports

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

8. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Topic: Board of Park Commissioners

Time: Oct 19, 2022 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/86794298659?pwd=T3M5S29RMFV6ZGluQUVvRmV DdTV1Zz09>

Meeting ID: 867 9429 8659

Passcode: 189384

One tap mobile

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+13126266799,,86794298659# US (Chicago)

Dial by your location

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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+1 386 347 5053 US

+1 564 217 2000 US

+1 669 444 9171 US

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Meeting ID: 867 9429 8659

Find your local number: <https://bristolct-gov.zoom.us/j/kcDYbScJm2>



Board of Park Commissioners

Wednesday, September 14, 2022 at 6:00 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Regular Meeting Minutes

1. Call to order

- a. Chair Mayor Jeffrey Caggiano called the meeting to order at 6:01 p.m.
- b. Attendance

Present: Mayor Jeffrey Caggiano, Chair
Robert Fiorito, Vice Chair
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner
Robert Lawson, Commissioner
Emily Michaud, Commissioner
Andrew Howe, City Council Liaison

Erica Benoit, Community Engagement Coordinator
Dr. Joshua Medeiros, Superintendent
Sarah Larson, Deputy Superintendent

Absent: Marie O'Brien, Board of Finance Liaison

2. Acceptance of meeting minutes

- a. **MOTION:** Made by Vice Chair Fiorito to accept the July 20, 2022 Regular Meeting Minutes and July 28, 2022 Special Meeting Minutes.
Seconded by: Commissioner Donovan, all in favor; motion carried.

3. Public participation

- a. **MOTION:** Made by Vice Chair Fiorito to move up New Business Items 6a. and 6fi.
Seconded by Commissioner Donovan, all in favor; motion carried.

6a. Brian Avery of American Legion Post #209 provided update on the Quinlan Park Bell and made a request for approval from the board for a brick fundraiser to raise funds to purchase the elements for the vision of the space. Discussion followed.

MOTION: Made by Commissioner Donovan to table for the November meeting, with the expectation Mr. Avery return with a rendering of the vision for Bell and the Quinlan Park space as well as an itemization as to how funds raised will be spent.

Seconded by: Vice Chair Fiorito, all in favor; motion carried.

6fi. Dave Carello, Tim Gamache, and Bruce Barton of Veterans Council all spoke on behalf of amending the Celebrating a Life Memorial Tree & Bench Program in removing Veterans Memorial Boulevard as one of its approved listed park spaces. Discussion followed.

MOTION: Made by Vice Chair Fiorito to amend the Celebrating a Life Memorial Tree & Bench Program removing Veterans Memorial Boulevard from the list of approved park spaces.

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

MOTION: Made by Vice Chair Fiorito to remove the existing plaques in Veterans Memorial Boulevard and work with the families on relocating them to different park locations.

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

- b. **MOTION:** Made by Commissioner Bogdanski to move up New Business Item 6b.

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

6b. Ryan Chmielewski and Jonathan Tunsy from Weston & Sampson presented on the Page Park Revitalization updates. Discussion Followed.

4. Superintendent's Report

- a. Superintendent Medeiros presented the Monthly Division Updates. Discussion followed.
- b. Superintendent Medeiros presented the Project Updates. Discussion followed.
- c. Superintendent Medeiros reviewed the Department Financials. Discussion followed.
- d. Superintendent Medeiros reviewed the End of the Year 2022 Financial Report Overview. Discussion followed.
- e. Community Engagement Coordinator Erica Benoit presented the Park Ambassador Report. Discussion followed.
- f. **MOTION:** Made by Vice Chair Fiorito to accept and place the Superintendent's Report on file. Seconded by: Commissioner Donovan, all in favor; motion carried.

5. Old business

- a. By Commissioners:
 - i. Commissioner Donovan inquired about retrieving Veterans Council fundraising accounting records from years past. Council Liaison Howe will look into it.
 - ii. Chair Mayor Caggiano inquired about the Pigeon Hill Memorandum, requesting to see it.
 - iii. Vice Chair Fiorito provided updates on the Ed Swicklas monument.
 - iv. Commissioner Lamothe provided updates on the Veterans Memorial Boulevard canon. Inquired about Page Pool losing water. The status of the QR Codes project and the Veterans Memorial Boulevard sign damage.

6. New business

- c. **MOTION:** Made by Vice Chair Fiorito to place the Emergency Action Plan for Page Park Pond Dam on file and send to DEEP. Seconded by: Commissioner Donovan, all in favor; motion carried.
- d. **MOTION:** Made by Vice Chair Fiorito to table the request from City Council to designate Pigeon Hill Preserve as an official park to be co-managed by the Parks and Environmental Learning Centers of CT until the MOU is received and reviewed by this board. Seconded by: Commissioner Lawson, all in favor; motion carried.
- e. Superintendent Medeiros presented the Policies & Procedures Manual 22-23 Draft.
- f. Approve of the Policy Committee policy recommendations:
 - ii. **MOTION:** Made by Commissioner Bogdanski to approve the Risk Management Policy. Seconded by: Vice Chair Fiorito, all in favor; motion carried.
 - iii. **MOTION:** Made by Commissioner Bogdanski to approve the Banner Hanging Policy. Seconded by: Vice Chair Fiorito, all in favor; motion carried.
- g. By Commissioners: None.

7. Committee reports

- a. Fund Development Committee: Chair Donovan provided updates that fundraising logistics for the 2nd Annual Dinner on the Diamond have commenced and the Committee has also begun to outline

their Marketing and Communications Plan.

- b. Policy Committee: All items discussed were voted on above.
- c. Finance Committee: Chair Fiorito provided updates that review of the Bristol Blues Contract continues, Year End FY22 Financials were reviewed, and the Annual Review of Fee Schedules will be discussed next meeting.
- d. City Council Liaison updates: None.

8. Adjourn

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:59 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Superintendent Report
Board of Park Commissioners
October 19, 2022

I. Parks, Grounds and Facilities Division Highlights

- The irrigation systems are being closed down for the season.
- Winterization procedures continue including the servicing of winter equipment.
- Leaf operations have commenced and will continue through Thanksgiving.
- The Parks Crew prepped the outdoor work for the new outdoor fitness pad at Rockwell Park.
- Cody Lombardi, Ron Dionne, and Steve Alvarez did an outstanding job at fixing a major leak at Rockwell Spray Park.
- The Parks Crew will be transitioning over Muzzy Field for the Thanksgiving Football Game in the upcoming weeks.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Summer House Building	Cleaned

II. Recreation Division Highlights

- Recreation Supervisor Amry Shelby attended the CRPA Camps Section Meeting and provided information about the previous summer camp experience to colleagues in different CT municipalities.
- Recreation Supervisor Amry Shelby assisted with a Pigeon Hill property cleanup, removing large rocks, metal stakes, and wooden post from the Bristol parcel which will be associated with the BPRYCS department.
- A new sign for Pine Lake Adventure Park was finalized and moved to production. It is scheduled to be installed in October.
- Recreation Supervisor Amry Shelby and Superintendent Josh Medeiros attended the annual banquet for the Retiree Golf League on September 13th. The Retiree Golf League remains a strong program with lots of interest.

Recreation & Event Measures	September 2021	September 2022
# of youth engaged in recreation programs	370	244*
# of adults engaged in recreation programs	167	194**
Total # of recreation programs running	16	21

**Number is lower due to no Park Packs being distributed this year.*

***Number of adults engaged is higher than the amount listed. Our softball and volleyball leagues only reflect the team captain in the registration figure. The other members of the team are not included.*

III. Aquatics Division Highlights

- Aquatics Supervisor Jaimie Clout and Aquatics Coordinator Raelynne Andrews attended the NRPA Conference in Phoenix. Aquatics Supervisor Jaimie Clout presented to colleagues from all over the country.
- The Dennis Malone Aquatic Center sign was installed and completed with solar lighting for evening visibility. Additionally the department partnered with Public Works and the Bristol Public School System to remove a dead tree obstructing the sign.
- The Night of the Masked Swimmer event will be held at DMAC on October 30th from 6pm to 8pm.

Aquatics Measures	September 2021	September 2022
# of visits to the Dennis Malone Aquatics Center	1303	1243
# of pool memberships sold	189	162
# program participants	456	605

IV. Outreach, Marketing, and Event Highlights

- The City of Bristol, BPRYCS, and the Arts & Culture Commission hosted a press conference on Wednesday, September 28th, announcing the official designation of Bristol's Cultural District.
- BPRYCS hosted the second Family Camp Out at Muzzy Field on Saturday, September 10th with nearly 40 campsites registered.
- Community Engagement Coordinator, Erica Benoit, attended the department's Annual Leadership Team Retreat and conducted a brief activity surrounding the Marketing and Communications Plan.
- Community Engagement Coordinator, Erica Benoit, presented the revised Annual Fundraising Strategy to the Fund Development Committee and planning began for the 2023 Dinner on the Diamond event.
- BPRYCS participated in the City of Bristol and Exchange Club's Mum Festival on Saturday, September 24th and shared information on upcoming events with community members.
- BPRYCS attended the local Bristol Towpath Chapter of Business Network International (BNI) to sell Pequabuck River Duck Race tickets and seek donated prizes on behalf of the Arts & Culture Commission.

Outreach, Marketing, and Event Measures	September 2021	September 2022
Total # of e-mails sent	28	17
% of emails opened	20%	42%
Total # of clicks within emails	787	580

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Bristol Green Team	October 22, 2022	9:00 AM – 11:00 AM	Rockwell Park – Meet @ Archway
Halloween Spooktacular	October 28, 2022	6:00 PM – 10:00 PM	Rockwell Park - Amphitheater
National DEA Takeback Day	October 29, 2022	10:00 AM – 1:00 PM	Bristol Farmers Market - Downtown
The Night of the Masked Swimmer	October 30, 2022	6:00 PM – 8:00 PM	DMAC
Stuff-A-Cruiser (Holiday Gift Giving Program)	November 19, 2022	10:00 AM – 2:00 PM	Bristol Walmart
25th Annual Turkey Shoot Basketball Contest	November 19, 2022	9:30 AM – 12:00 PM	Chippens Hill Middle School Gymnasium
CRPA - 62nd Annual Conference & Tradeshow	November 21 – 22, 2022	n/a	Mohegan Sun - Conference Center
Holiday Program Volunteer Assistance <i>(Formerly the Annual Toy Drive)</i>	December 3, 2022	10:00 AM – 2:00 PM	TBA

Active Parks, Recreation, Youth and Community Services Projects (Updated: 10/14/2022)

Project Name	Description	Status	Anticipated/Estimated Costs	Funding Source(s)	Target Completion Goal
Seymour Park & Wilson Field (Basketball Rebuild & Pickleball Reconfiguration)	Full post-tension concrete rebuild of Seymour and Wilson basketball courts. Tennis court conversion into 4 pickleball courts with netting and fencing	Waiting for confirmation start dates for construction from Astro Turf. Anticipate construction beginning in the fall with painting and lining of the courts in early spring once the winter weather breaks. Grand opening for the new courts will be spring 2023.	\$475,000- Seymour, \$150,000- Wilson	\$73,061- capital outlay (1017000), \$76,939- various equip (0017021-589100), and \$475,000- Seymour CIP (22L01).	Spring 2023
E.G. Stocks Playground and Casey Field Upgrades (phase 1)	Site enhancements including ADA, court lights, splash pad and field upgrades.	Playground replacement expected end of October/early November. Phase 1 improvements expected to go out to bid in November with construction beginning in the early spring.	\$109,000 for design/bid/construction admin. TBD costs for construction	\$1,025,000- CIP (3027004).	Fall 2022/ Spring 2023
Kern Park Planning & Improvements	Design and construction of site improvements	We received 2 bid proposals for Kern Park. Proposals are being reviewed and interviews scheduled with a review committee. Anticipate contract recommendations and approvals for the November Parks Board meeting.	\$300,000	\$300,000- ARPA	Winter 2023
Perry J. Spinelli- Phase 2	Phase 2 interior and exterior renovations with a vision of establishing a premier rental facility.	Phase 2 design documents are completed and expected to go out to bid in the fall. Construction for phase 2 will commence over the winter/spring 2023 season.	\$73,600 for design/bid/construction admin. TBD costs for construction	\$810,000-CIP (3027010-22C02 & 21L01)	Spring 2023
Page Park Revitalization and Renovation	Utilize the Page Park master plan to fully renovate the park.	A successful community engagement event was held over Zoom on 10/12 with 22 participants. The program was recorded and is available on the website. We are engaged in permitting and site plan review including meetings with DEEP.	\$13.6 million (4yr phased approach)	\$2,000,000- CIP (3027010)	Fall 2023 (phase 1)

Pine Lake Improvements (phase 2)	Renovations for the park including prefabricated bathroom and upgraded facilities/amenities.	New sign is expected to begin installation in November. Landscape Gardner Steven Schriver is developing a landscaping plan from the front of the park. We received 1 bid for a climbing wall structure and interview with the firm is scheduled to discuss the product. Bathrooms remain a work in progress coordinating utility connection/site work. Anticipate grand re-opening being pushed to spring 2023.	\$425,000 estimated for all upgrades	\$275,000- ARPA (3071032-22C23), \$150,000- CIP (3021032-20031)	Fall 2022
Rockwell Park Pavilion-Bathroom Expansion	Bathroom expansion built onto the Mrs. Rockwell Building to provide a formal public bathroom reducing reliance on port-o-johns.	Construction continues on the bathrooms. Anticipating work to be completed in late fall with the bathrooms re-opening spring 2023.	\$8,892 for design, \$134,205 for construction	\$200,000- Rockwell Park Capital Project (3027014-21C06)	Fall 2022
Rockwell Park Enhancements	Establishment of fitness pad, trail and course improvements and ADA work.	Fitness pad area has been excavated by our Parks crew. We expect installation to begin any day now. Awaiting final confirmation from Kompan. Excavation on the fitness trails will commence later this fall.	\$241,288- fitness pad, \$68,675-para fitness course	\$400,000- ARPA (3077014-22C21)	Fall 2022
Veterans Memorial Boulevard Enhancements	Removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	Tennis courts have been removed. Materials have been brought to the site and the crew is working on spreading materials and planting. The site will be secured for the fall and the garden design and improvements will occur in the spring.	\$37,000- removal/garden \$130,000- prefabricated bathroom estimates	\$37,000- CT Urban Forest Council Grant (1067021-22G47), \$300,000- ARPA (3077011-22C20)	Fall 2022 for garden, Spring 2023 for additional work

ATTACHMENT D

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|YEAR-TO-DATE BUDGET REPORT|P 1
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FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017021 PARKS ADMINISTRATION							
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	.00	.00	-400,000.00	.0%
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-6,647.50	.00	-16,682.50	28.5%
0017021 514000 REGULAR WAGES &	406,940	0	406,940	104,034.19	.00	302,905.81	25.6%
0017021 515100 OVERTIME WAGES &	6,000	0	6,000	979.87	.00	5,020.13	16.3%
0017021 515200 PARTTIME WAGES &	19,000	0	19,000	2,986.45	.00	16,013.55	15.7%
0017021 552100 LIABILITY INSURA	73,000	0	73,000	60,712.35	5,652.90	6,634.75	90.9%
0017021 553000 TELEPHONE	4,100	0	4,100	1,020.04	3,079.96	.00	100.0%
0017021 553100 POSTAGE	750	0	750	.00	.00	750.00	.0%
0017021 554000 TRAVEL REIMBURSE	250	0	250	202.00	.00	48.00	80.8%
0017021 557700 ADVERTISING	8,000	0	8,000	1,247.00	.00	6,753.00	15.6%
0017021 561800 PROGRAM SUPPLIES	2,500	0	2,500	299.06	.00	2,200.94	12.0%
0017021 569000 OFFICE SUPPLIES	2,000	0	2,000	138.67	1,361.33	500.00	75.0%
0017021 581120 CONFERENCES & ME	7,500	0	7,500	3,739.36	500.00	3,260.64	56.5%
0017021 583120 ARTS & CULTURE C	15,000	0	15,000	1,308.38	2,000.00	11,691.62	22.1%
0017021 589100 MISCELLANEOUS	0	268,930	268,930	707.93	37,372.82	230,849.25	14.2%
TOTAL PARKS ADMINISTRATION	121,710	268,930	390,640	170,727.80	49,967.01	169,945.19	56.5%
TOTAL GENERAL FUND	121,710	268,930	390,640	170,727.80	49,967.01	169,945.19	56.5%
TOTAL REVENUES	-423,330	0	-423,330	-6,647.50	.00	-416,682.50	
TOTAL EXPENSES	545,040	268,930	813,970	177,375.30	49,967.01	586,627.69	
GRAND TOTAL	121,710	268,930	390,640	170,727.80	49,967.01	169,945.19	56.5%

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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

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FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-30,000	0	-30,000	-10,950.00	.00	-19,050.00	36.5%
0017022 450321 RENTALS	-20,500	0	-20,500	-5,545.00	.00	-14,955.00	27.0%
0017022 450322 CONCESSION & MIS	-7,000	0	-7,000	.00	.00	-7,000.00	.0%
0017022 450400 MISC CHARGES FOR	-400	0	-400	-50.00	.00	-350.00	12.5%
0017022 514000 REGULAR WAGES &	1,028,670	0	1,028,670	246,672.93	.00	781,997.07	24.0%
0017022 515100 OVERTIME WAGES &	112,000	0	112,000	39,615.17	.00	72,384.83	35.4%
0017022 515200 PARTTIME WAGES &	50,500	0	50,500	18,534.24	.00	31,965.76	36.7%
0017022 541000 PUBLIC UTILITIES	73,000	0	73,000	23,998.03	48,701.97	300.00	99.6%
0017022 541100 WATER & SEWER CH	45,000	0	45,000	37,110.52	17,889.48	-10,000.00	122.2%
0017022 542140 REFUSE	16,000	0	16,000	4,194.47	4,105.53	7,700.00	51.9%
0017022 543000 REPAIRS & MAINT	54,000	0	54,000	12,816.78	17,253.97	23,929.25	55.7%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	1,436.44	7,046.06	6,517.50	56.6%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	24,176.08	63,417.67	4,406.25	95.2%
0017022 562100 HEATING OIL	16,400	0	16,400	.00	16,400.00	.00	100.0%
0017022 562600 MOTOR FUELS	36,170	0	36,170	.00	500.00	35,670.00	1.4%
0017022 563000 MOTOR VEHICLE PA	21,000	0	21,000	6,813.60	12,780.45	1,405.95	93.3%
0017022 563100 TIRES	3,500	0	3,500	813.48	2,686.52	.00	100.0%
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	923.50	4,576.50	4,500.00	55.0%
0017022 581120 CONFERENCES & ME	4,000	0	4,000	102.00	.00	3,898.00	2.6%
0017022 581200 VANDALISM	4,000	0	4,000	.00	400.00	3,600.00	10.0%
TOTAL PARKS GROUNDS & FACILITIES	1,523,340	0	1,523,340	400,662.24	195,758.15	926,919.61	39.2%
TOTAL GENERAL FUND	1,523,340	0	1,523,340	400,662.24	195,758.15	926,919.61	39.2%
TOTAL REVENUES	-57,900	0	-57,900	-16,545.00	.00	-41,355.00	
TOTAL EXPENSES	1,581,240	0	1,581,240	417,207.24	195,758.15	968,274.61	
GRAND TOTAL	1,523,340	0	1,523,340	400,662.24	195,758.15	926,919.61	39.2%

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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

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FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-281,865	0	-281,865	-47,988.00	.00	-233,877.00	17.0%
0017023 450107 FALL/WINTER REC	-35,000	0	-35,000	-9,175.00	.00	-25,825.00	26.2%
0017023 514000 REGULAR WAGES &	123,660	0	123,660	26,631.60	.00	97,028.40	21.5%
0017023 515100 OVERTIME WAGES &	500	0	500	96.86	.00	403.14	19.4%
0017023 515200 PARTTIME WAGES &	350,000	0	350,000	177,945.19	.00	172,054.81	50.8%
0017023 531000 PROFESSIONAL FEE	125,000	0	125,000	66,061.09	23,938.66	35,000.25	72.0%
0017023 557700 ADVERTISING	400	0	400	.00	.00	400.00	.0%
0017023 561800 PROGRAM SUPPLIES	32,000	0	32,000	9,903.78	6,951.86	15,144.36	52.7%
0017023 581120 CONFERENCES & ME	1,250	0	1,250	.00	.00	1,250.00	.0%
TOTAL RECREATION	315,945	0	315,945	223,475.52	30,890.52	61,578.96	80.5%
TOTAL GENERAL FUND	315,945	0	315,945	223,475.52	30,890.52	61,578.96	80.5%
TOTAL REVENUES	-316,865	0	-316,865	-57,163.00	.00	-259,702.00	
TOTAL EXPENSES	632,810	0	632,810	280,638.52	30,890.52	321,280.96	
GRAND TOTAL	315,945	0	315,945	223,475.52	30,890.52	61,578.96	80.5%

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|YEAR-TO-DATE BUDGET REPORT

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FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132 PINE LAKE ADVENTURE PARK FUND							
1321032 PINE LAKE ADVENTURE PARK							
1321032 422004 CHALLENGE COURSE	-53,195	0	-53,195	.00	.00	-53,195.00	.0%
1321032 515300 SEASONAL WAGES	37,395	0	37,395	.00	.00	37,395.00	.0%
1321032 531000 PROFESSIONAL FEE	8,000	0	8,000	.00	.00	8,000.00	.0%
1321032 553100 POSTAGE	400	0	400	.00	.00	400.00	.0%
1321032 555000 PRINTING & BINDI	3,000	0	3,000	.00	.00	3,000.00	.0%
1321032 561400 MAINT SUPPLIES &	1,350	0	1,350	.00	.00	1,350.00	.0%
1321032 561800 PROGRAM SUPPLIES	950	0	950	.00	.00	950.00	.0%
1321032 581135 SCHOOLING & EDUC	2,100	0	2,100	.00	.00	2,100.00	.0%
TOTAL PINE LAKE ADVENTURE PARK	0	0	0	.00	.00	.00	.0%
TOTAL PINE LAKE ADVENTURE PARK FUND	0	0	0	.00	.00	.00	.0%
TOTAL REVENUES	-53,195	0	-53,195	.00	.00	-53,195.00	
TOTAL EXPENSES	53,195	0	53,195	.00	.00	53,195.00	
GRAND TOTAL	0	0	0	.00	.00	.00	.0%

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10/14/2022 12:34
JazzyaCoakley

|CITY OF BRISTOL
|YEAR-TO-DATE BUDGET REPORT

|P 1
|glytdbud

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
0017024 AQUATICS							
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-95,378.50	.00	-108,121.50	46.9%
0017024 514000 REGULAR WAGES &	211,905	0	211,905	53,294.49	.00	158,610.51	25.2%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	863.59	.00	4,636.41	15.7%
0017024 515200 PARTTIME WAGES &	390,000	0	390,000	194,525.81	.00	195,474.19	49.9%
0017024 531000 PROFESSIONAL FEE	8,500	0	8,500	697.00	5,422.00	2,381.00	72.0%
0017024 541000 PUBLIC UTILITIES	45,000	0	45,000	7,437.49	29,562.51	8,000.00	82.2%
0017024 541100 WATER & SEWER CH	20,500	0	20,500	5,339.59	14,660.41	500.00	97.6%
0017024 543000 REPAIRS & MAINT	30,000	0	30,000	8,876.87	18,361.25	2,761.88	90.8%
0017024 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017024 561400 MAINT SUPPLIES &	27,500	0	27,500	11,388.89	11,664.33	4,446.78	83.8%
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	4,140.61	9,615.95	1,243.44	91.7%
0017024 562100 HEATING OIL	3,500	0	3,500	.00	3,500.00	.00	100.0%
0017024 562200 NATURAL GAS	26,000	0	26,000	3,296.62	22,703.38	.00	100.0%
0017024 581120 CONFERENCES & ME	2,500	0	2,500	1,572.00	.00	928.00	62.9%
TOTAL AQUATICS	582,905	0	582,905	196,054.46	115,489.83	271,360.71	53.4%
TOTAL GENERAL FUND	582,905	0	582,905	196,054.46	115,489.83	271,360.71	53.4%
TOTAL REVENUES	-203,500	0	-203,500	-95,378.50	.00	-108,121.50	
TOTAL EXPENSES	786,405	0	786,405	291,432.96	115,489.83	379,482.21	
GRAND TOTAL	582,905	0	582,905	196,054.46	115,489.83	271,360.71	53.4%

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



The American Legion Post 209

P.O. Box 9408
Forestville, CT. 06011-9408

October 19, 2022

To the City of Bristol Park Board,

Per request here is the information in regards to the Veterans Memorial Bell in Quinlan Park, Forestville, CT.

#1: Attached please find the proposed site plan for Quinlan Park.

#2: Flag Pole Information:

- The proposal calls for 9 telescopic flag poles therefore there are no cords to raise or lower the flags.
- Each flag pole will have one solar light.
- Each flag pole will have a locking clasp that a lock with key can be placed on for security purposes to keep the flags from being lowered.
 - Post 209 will supply the flag poles with the locks and keys.
 - Three keys will be supplied – one to the Park Board, one to Post 209 and one to Leo Bonola from Forestville Village Association.
- Each flag pole will also have a ground lock and flash collar. This will prevent the pole from being dislodged from the base.
- The directions for installation are attached. Installation will be handled by Post 209.
- The Post has purchased 6 flags for each pole. The pole comes with one flag and the Post has purchased 5 additional for each of the 9 flag poles. This totals 54 flags. The Post will be responsible for taking down and replacing flags as needed. In an emergency situation (ie. severe weather approaching) the flags and/or the flag poles can easily be removed by one of the 3 parties that have the keys.
 - If the full poles need to be removed for a few days due to an emergency situation Post 209 can store within their storage unit if needed.
- Military flags do not need to be lowered if the American flag is at half staff.

#3: Bell Lighting: The Post would like to install lighting for the bell. At this time everything is dependent on funding. If the Park Board or City of Bristol would like to assist it would be appreciated. The final cost is still to be determined.

#4: Marker Stone: The intent is to include a marker stone being produced by The England Monument Company.

- The stone will be 3' x 10" (deep) x 18" tall.
- The plaque will be 34" x 14".
- This is equivalent to the sizes currently in Quinlan Park.
- This will be installed by The England Monument Company. The earliest this could get installed is Spring 2023.
- The estimated cost is around \$3000 but will be confirmed once we receive approval to proceed.
- The message will be:

Veterans Memorial Bell

This very generous gift of the Doolittle Bell was donated by Owsianko and Preleski families. This bell is to be used to honor all those who served and all those who sacrificed their lives for our great country.

A special thank you to Allen Pepin of Pepin Steel and Doug LaForge and family for their hard work in creating this monument.

Thank you to the City of Bristol, the Forestville Village Association and the Veterans Council for coming together to make this monument happen. And to all the individuals and businesses that generously donated.

Thank you to the American Legion Post 209 for organizing the construction of this Veterans Memorial Bell.

#5: Engaved Bricks: The purpose of the engraved bricks being placed in Quinlan Park around the bell monument and flag poles is for the local community to honor veterans (living or deceased). The intent is to have members of the local community have a part of this great monument. For anyone interested in purchasing a brick the following are the guidelines:

- There are 2 brick sizes available. 4x8 or 8x8.
- The first 4 x 8 brick purchase is full price of \$100, each additional would be only \$60.
- The first 8 x 8 brick purchase is full price of \$300, each additional would be only \$60.
- The 4 x 8 brick allows for 3 lines of text, 20 characters per line and no logos or 3 lines of text, 12 characters per line and a military logo.
- The 8 x 8 brick allows for either 6 lines of copy, 20 characters per line or 4 lines of copy, 20 characters per line and a military logo.
- There are 24 logo choices ONLY – please see attached form for illustration. No other logos or artwork are allowed on the bricks.
- Brick text suggestions:
 - In loving memory of
 - Always in our hearts

- In honor of
- Honoring veterans
- Sponsored by
- Veterans
- The goal is to have 100 bricks sold for Spring 2023 installation. It takes 12 weeks to order the bricks therefore the goal would be to sell as many as possible to by March 1, 2023. Currently there are 50 bricks sold.
- For each brick sold the hard cost is \$20.
 - For a 4 x 8 \$100 brick sold the profit to fund this overall project is \$80.
 - For each 4 x 8 brick sold at \$60 the profit to fund this overall project is \$40.
 - For each 8 x 8 brick sold at \$300 the profit to fund this overall project is \$280.
 - For each 8 x 8 brick sold at \$60 the profit to fund this overall project is \$40.
- This part of the project (engraved bricks) and funds received has helped the Post purchase all the materials needed to recondition Quinlan Park and the monument project.
- At this point in the project approx. 50 bricks have been sold in the 2 varieties of sizes. This will therefore generate approximately \$6200 in overall donations with a cost of \$1000. Therefore the profit will then go to fund the overall project which includes such things as the flag poles, the locks, the flags, the wood to fix the current honor roll and benches and will fund the upcoming projects such as the Marker Stone and Bell Lighting.
 - If by chance there is any funding left over at the total completion of the full project any and all funds would be donated to Veteran's Strong Community Center to help other veterans in the surrounding towns.

Also attached please find a current budget tracker for both donatations and expenses.

Sincerely,



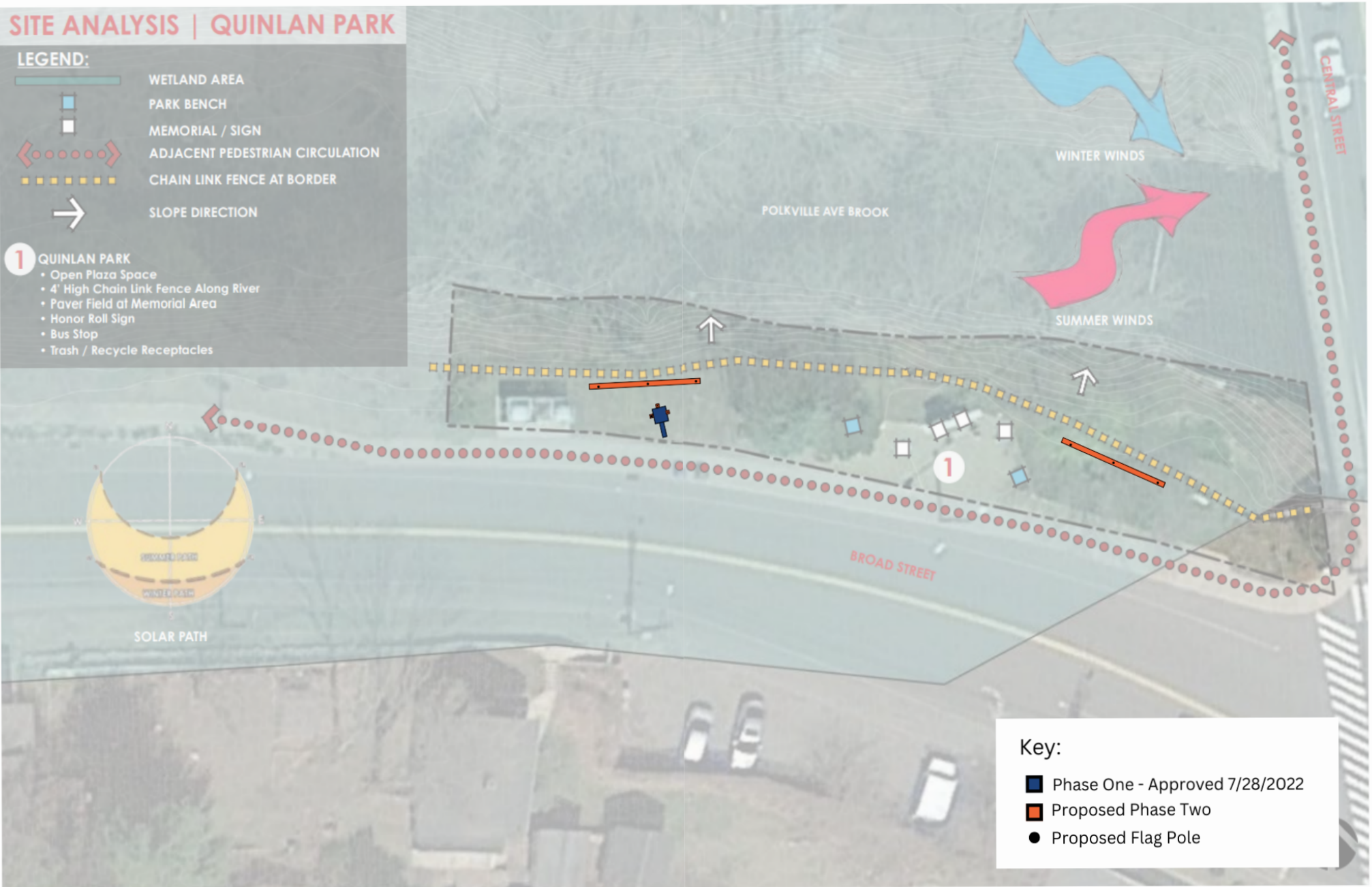
Brian Avery
American Legion Post 209 Commander
Forestville, CT

SITE ANALYSIS | QUINLAN PARK

LEGEND:

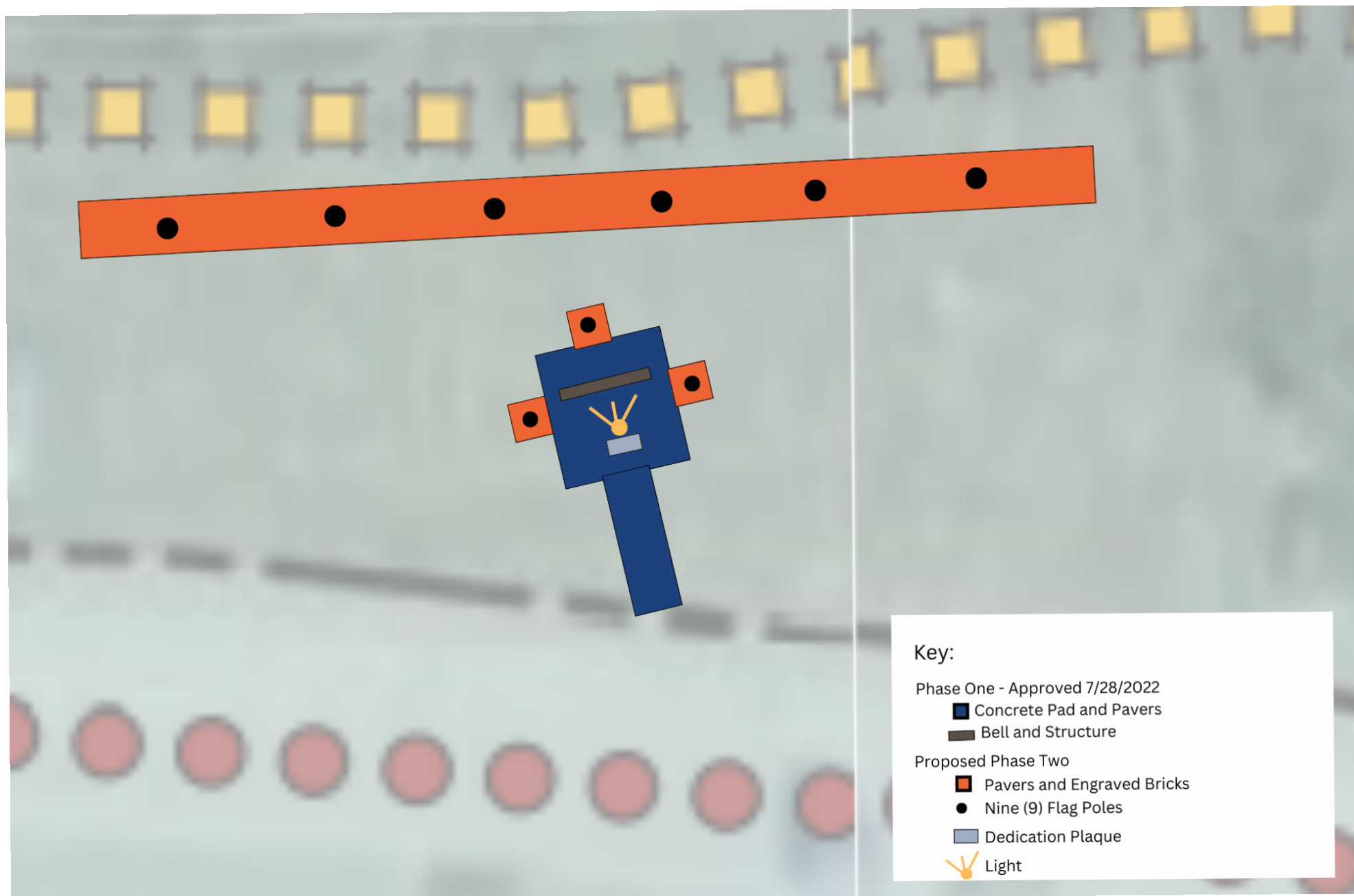
-  WETLAND AREA
-  PARK BENCH
-  MEMORIAL / SIGN
-  ADJACENT PEDESTRIAN CIRCULATION
-  CHAIN LINK FENCE AT BORDER
-  SLOPE DIRECTION

- 1 QUINLAN PARK**
- Open Plaza Space
 - 4" High Chain Link Fence Along River
 - Paver Field at Memorial Area
 - Honor Roll Sign
 - Bus Stop
 - Trash / Recycle Receptacles



Key:

-  Phase One - Approved 7/28/2022
-  Proposed Phase Two
-  Proposed Flag Pole



Key:

Phase One - Approved 7/28/2022

- Concrete Pad and Pavers
- Bell and Structure

Proposed Phase Two

- Pavers and Engraved Bricks
- Nine (9) Flag Poles
- Dedication Plaque
- Light

The Uncommon USA, Inc. Telescoping Flagpole adds to the beauty of your property!

Presenting The Original Telescoping Flagpole [™] from Uncommon USA

Finely crafted for you at our factory in Willmar, Minnesota!

Uncommon quality! Our poles have NO Ropes, NO Chains, NO Pulleys so you do not have to worry about knots and tangles. Also, this makes our flagpoles virtually NOISE FREE. The Uncommon USA, Inc. Telescoping flagpole is made of sturdy 16 gauge aluminum with an anodized finish making this flagpole MAINTENANCE FREE, no need to worry about rust or painting.

The

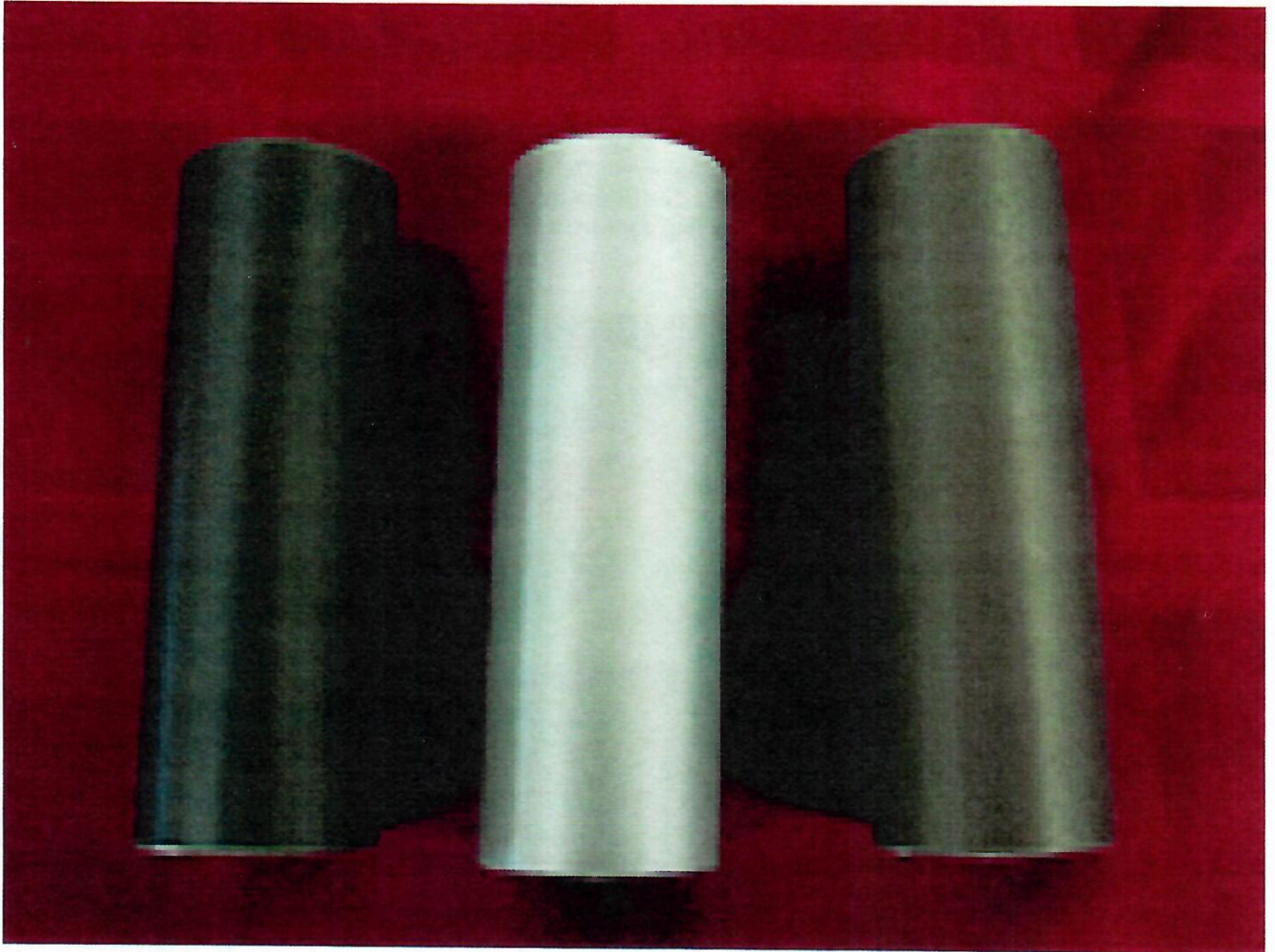


Uncommon USA, Inc. Telescoping Flagpole has polycarbonate bushings which allows each section of the pole to slide up and down smoothly, "metal never touches metal." The swivel harness which the flags are mounted on, are also polycarbonate and allow the flag to fly "Freely" 360 degrees around the pole, preventing the flag from wrapping around the pole. Less wear and tear on "Old Glory."

Our Telescoping Flagpoles are simple to use!

Due to the unique design of the Uncommon USA, Inc. Telescoping flagpole, each section of the pole raises and lowers easily. Match the arrow to the hole, click the button in place, and with a simple press of the "release" button down your flagpole slides.

Your satisfaction is guaranteed on every Telescoping Flagpole!

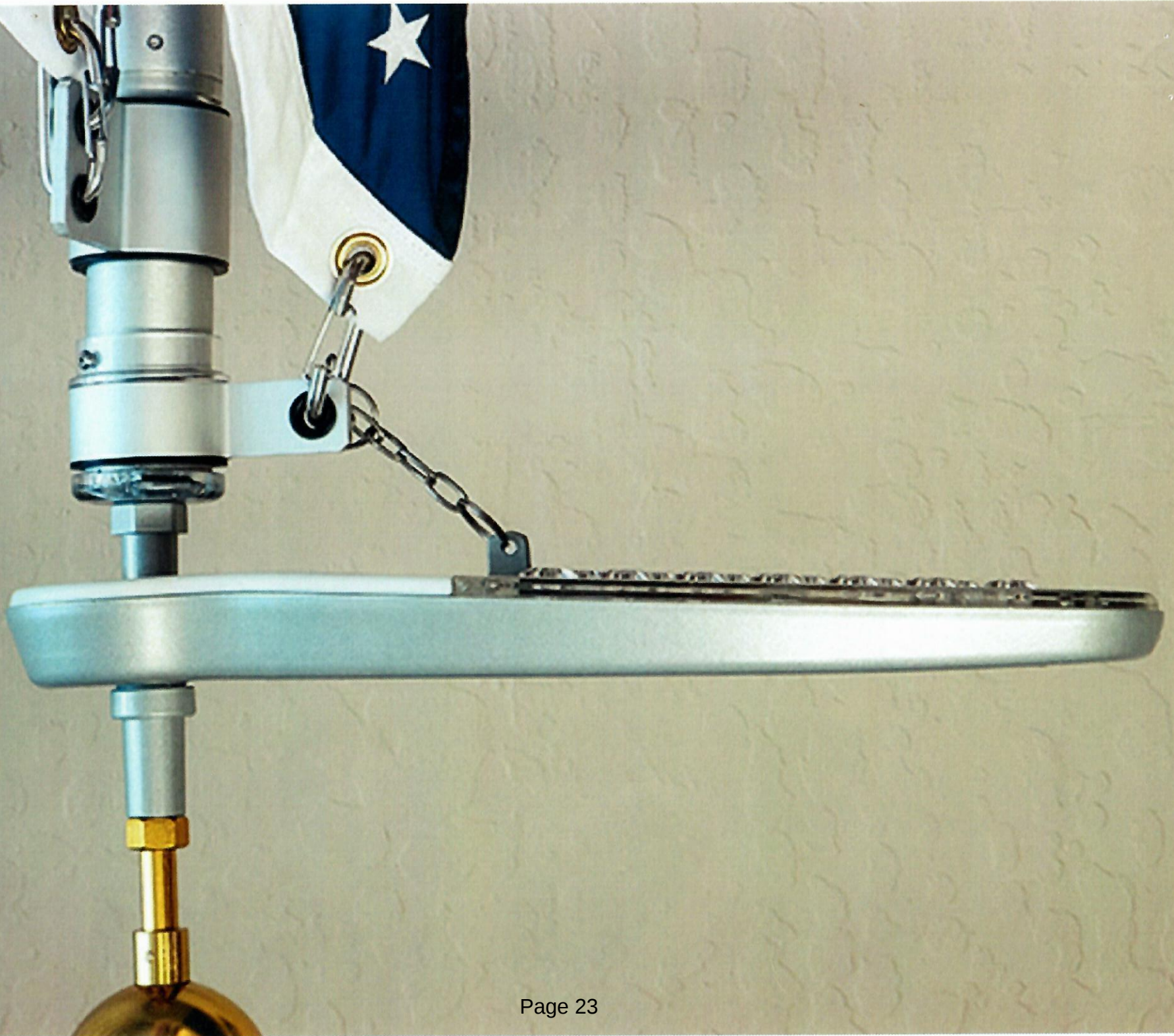


Uncommon USA is so sure that you'll be delighted with your Telescoping Flagpole purchase that we offer a 90 day satisfaction guarantee along with a 5 year warranty. If someone should steal your flagpole just send us a legitimate police report, insurance information, and bill of sale and we will replace your flagpole!

Each Uncommon USA, Inc. Telescoping flagpole comes with the following:

- 3 inch Gold Aluminum Ball Ornament, to dress the top of your flagpole,
- A Double Flag Harness to fly two flags or fly a flag at half mast.
- 3' x 5' Nylon USA Flag with Embroidered Stars and Sewn Stripes (*25' flagpoles Includes a 4'X 6' USA Flag)
- Installation Sleeve with complete instructions.

The Original Telescoping Flagpole comes in a wide variety of colors: silver, bronze, or black (white is not currently available).



[Home](#) // [Flagpoles](#) // [Flagpole Accessories](#) // [Flagpole Parts](#) // Ground Lock for 20 & 25 Pole

Ground Lock for 20 & 25 Pole

FLAGPOLES/FLAGPOLE ACCESSORIES/FLAGPOLE PARTS

\$12.00



This:

Quantity:

Choose Options

▼ 1 ▲

ADD TO CART

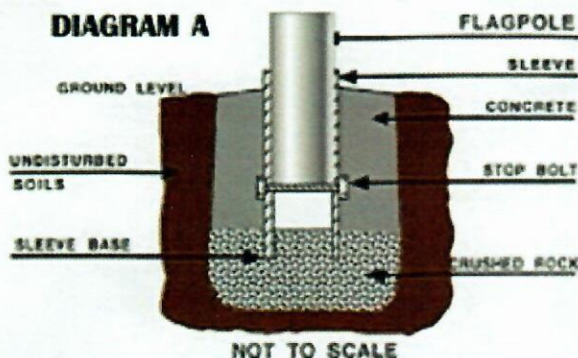
ADD TO WISH LIST



GROUND SLEEVE INSTALLATION

Materials Required For Installation:

- Telescoping Flag Pole
- PVC Sleeve (Included With Pole)
- 3 - 5 60lb. Bags Concrete Mix (approx.)
- Measuring Tape or Yard Stick
- Contractors Level
- Small Rock or Course Gravel
- Container for Mixing Concrete



Ground Sleeve Installation Procedure:

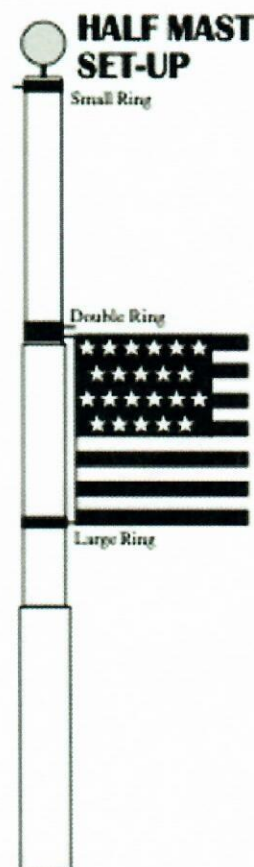
1. Read all instructions carefully.
2. Dig a hole approximately 6 times the diameter of the flag pole and 4" deeper than the length of the ground sleeve.
*NOTE: A larger hole may be required in light soils.
3. Place a bed of gravel or crushed rock in base of hole.
*Refer to diagram A
4. Examine the sleeve and make sure the stop bolt extends throughout the sleeve.
*NOTE: This is important because this bolt keeps the flag pole off the gravel/rock base.
5. Place crushed rock or gravel in and around the sleeve to a height of 2" above the base of the sleeve. *NOTE: This will help in drainage.
6. Mix the concrete following manufacturers instructions.
7. Pour the concrete around the sleeve to approximately 2" from ground level. *NOTE: DO NOT GET CONCRETE INTO THE SLEEVE!
Alternate: Pour concrete to ground level and finish to create a mow strip.
8. Place the flag pole into the sleeve and level. When the sleeve is level, carefully remove the flag pole making sure the position of the sleeve is not disturbed.
9. Let the concrete harden for at least 24 hours.
*NOTE: We strongly recommend placing a warning or an object near the hole to prevent disturbing the sleeve or personal injury.
10. After 24 hours, install the flag pole and place dirt or other landscape material around the sleeve to create a finished look and this will prevent accidents.

*NOTE: The plastic cap that is included with the flag pole should be used to cap the sleeve whenever the flag pole is removed. This prevents foreign materials from getting lodged in the sleeve.

**CAUTION: DO NOT USE ANY LUBRICANTS ON YOUR FLAG POLE.
CLEAN ONLY WITH SOAP AND WATER.**

Pin Lock Installation: (Polycarbonate Locking Device)

1. Covers release button and locks with nut & bolt or small padlock.
NOTE: Pole must be in fully raised position.
(It keeps anyone from lowering the pole.)



UNCOMMON USA, INC. 1-800-419-5880

Veterans Memorial Bell

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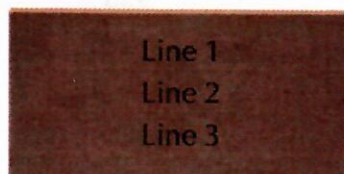
Thank you to the American Legion Post 209 for organizing the construction of this Veterans Memorial Bell.

AMERICAN LEGION POST 209

VETERAN'S MEMORIAL BELL

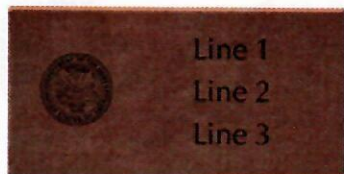


First brick purchase is full price. Any subsequent brick purchase is only \$60.



☐ **\$100 - 4x8 Brick**

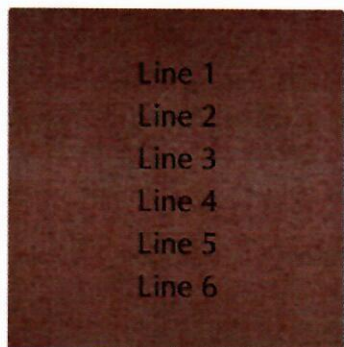
3 lines of text, 20 characters per line (including spaces and punctuation)



☐ **\$100 - 4x8 Brick**

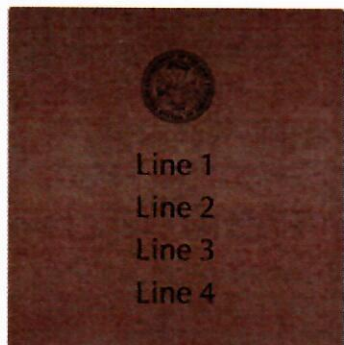
3 lines of text, 12 characters per line (including spaces and punctuation)

Clipart



☐ **\$300 - 8x8 Brick**

6 lines of text, 20 characters per line (including spaces and punctuation)



☐ **\$300 - 8x8 Brick**

4 lines of text, 20 characters per line (including spaces and punctuation)

Clipart

1C*



2C*



3C*



4C*



5C*



2SB*

**NATIONAL
GUARD**

8x8 Only

15SB*



16SB*



17SB*



18SB*



21SB*



22SB*



23SB*



24SB*



25SB



26SB*



8SB*



9SB*



20B



ALSF



ALCON



ALAX



ALRID



ALSON



Brick Text Suggestions:

In loving memory of

Always in our hearts

In honor of

Honoring veterans

Sponsored by

Veterans

Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

MAIL FORM AND PAYMENT TO:

 American Legion Post 209
 Forestville Ct 06011

MAKE CHECKS PAYABLE TO:

American Legion Post 209

Memorial Bell Donation/Expense Tracker

Person/Business Name	Amount	Type of Donation	Month	Expense	Amount
Post 209	\$900	Brick Sponsorship	June	9 Flagpoles, 9 Solor Lights, 9 Flags	\$3,630.12
Stephanie LaForge	\$250	Donation	June	Wood for Quinlan Park Sign	\$98.39
Dora Norris	\$50	Donation	June	Wood/Materials for Quinlan Park Benches	\$253.59
Janet Przygocki	\$100	Donation	June	Primeline Bolts	\$3.41
G. Greenleaf	\$50	Donation	June	Replacement Flags (5 each POW)	\$148.60
Bottom Line	\$100	Donation	June	Replacement Flags (5 each American)	\$110.25
P. Pipka	\$20	Donation	July	Replacement Flags (5 each State of CT)	\$130.25
W. Bruce	\$50	Donation	July	Replacement Flags (5 each Army)	\$115.75
Bristol Firefighter Union	\$200	Donation	July	Replacement Flags (5 each USMC)	\$191.40
Crowley	\$200	Donation	July	Replacement Flags (5 each Coast Guard)	\$166.01
Custom Grounds	\$100	Donation	July	Replacement Flags (5 each Air Force)	\$148.75
City True Value	\$25	Donation	July	Replacement Flags (5 each Navy)	\$175.40
All Clear Services	\$75	Donation	August	Replacement Flags (5 each Space Force)	\$106.30
Metal Finishing	\$50	Donation	August	Bell Plaquer - England Monument Co. (est \$3000)	tbd
C&M Construction	\$300	Flag Sponsorship US Army	August	Cost of 50 Bricks	\$1,000.00
Leether Automotive	\$35	Donation	August	Misc Brick Expenses (logos, shipping)	tbd
BlackHawk Oil	\$300	Flag Sponsorship Space Force	August	Total	\$6,278.22
Bristol Health	\$250	Donation	August		
Frank Owsianko	\$300	Flag Sponsorship Air Force	August		
Frank Owsianko	\$300	Flag Sponsorship Navy	August		
T. Therrien	\$25	Donation	August		
Emily's Catering	\$50	Donation	August		
Joyce Ptak	\$300	Flag Sponsorship American	August	Remaining Balance	\$1,821.78
MJ Linquist	\$350	Flag Sponsorship Coast Guard	August		
Ray Oullette	\$100	Donation	August		
Torrington Savings Bank	\$300	Brick Sponsorship	August		
TD Bank	\$300	Brick Sponsorship	August		
Michael Laurietti Plumbing	\$500	Flag Sponsorship USMC & Brick	September		
Tanya Lorsen	\$100	Brick Sponsorship	September		
Claire Gagnon	\$160	Brick Sponsorship	September		
Victor Haggerman	\$500	Brick Sponsorship	September		
Leo Bonola	\$300	Flag Sponsorship POW	September		
Thomaston Savings Bank	\$300	Flag Sponsorship State of CT	September		
A. Rodriguez	\$100	Brick Sponsorship	September		
Hamzy Law	\$100	Brick Sponsorship	September		
Asbury Methodist Church	\$100	Brick Sponsorship	September		
Robert Getz/S. Shackford	\$520	Brick Sponsorship	October		
B. Avery	\$340	Brick Sponsorship	October		
Total	\$8,100				

LOW MOW PILOT: PAGE PARK

Sarah Larson, CPRP
Deputy Superintendent

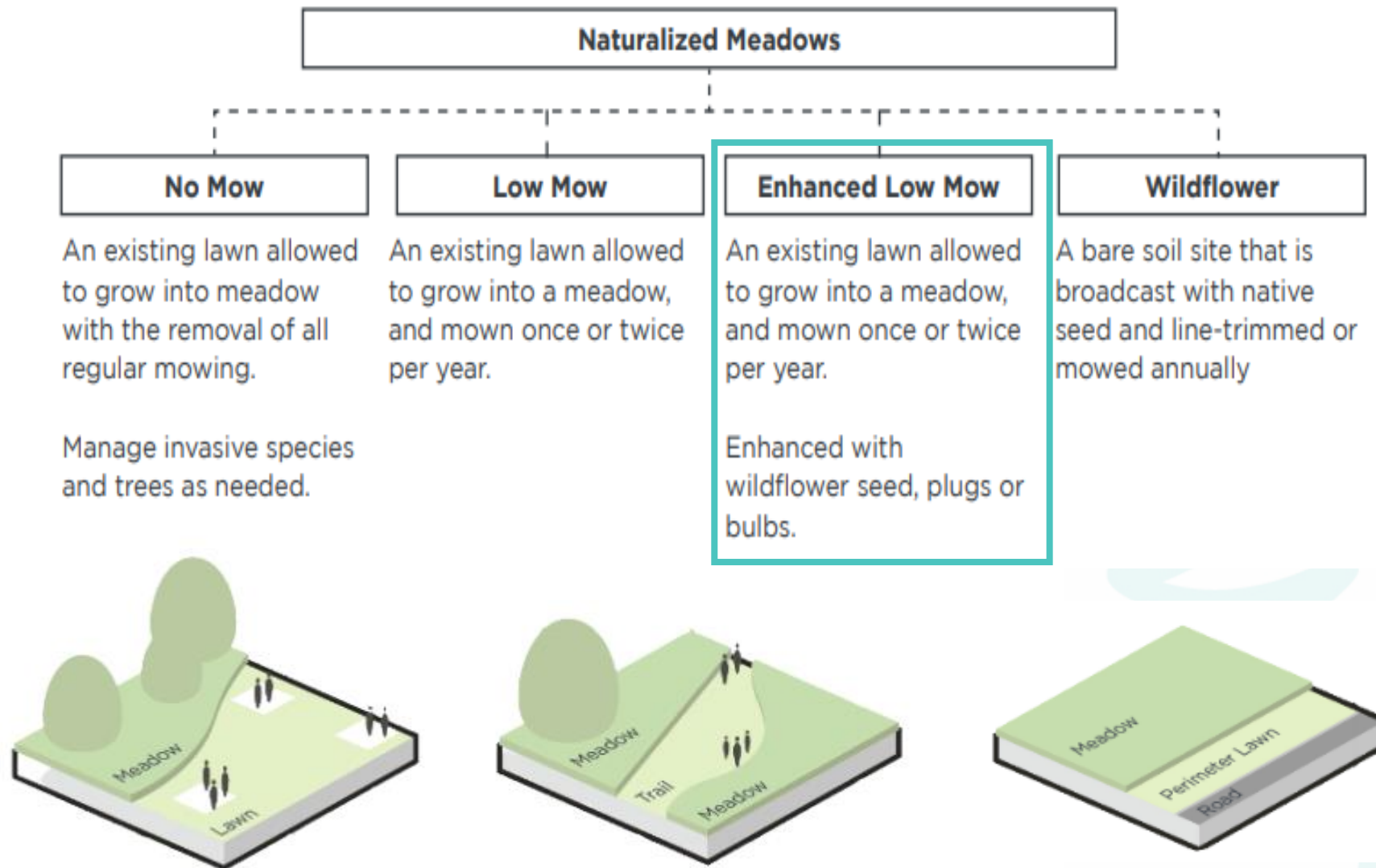


Low Mow Cities

- Hartford, CT
- New Milford, CT
- Cleveland, OH
- Madison, WI
- Greenbay, WI
- Columbia, MO
- San Francisco, CA
- Vancouver, Canada
- London, England

Low Mow Universities

- Iowa State University
- University of Minnesota
- University of New Hampshire
- Binghamton State University (SUNY)
- University of Illinois
- Lawrence University





Vancouver Meadows, Vancouver, Canada



Youth Recreation Center, Berks County, PA

Benefits

- Improved employee safety in high vehicular traffic/low visibility areas
- Improved staffing efficiency
 - Approximately 78 man hours (~ 2 work weeks) saved per year that can be redirected to other areas
- Reduced fuel expenses
 - Approximately 156 gals of fuel saved (\$368) per year
- Environmental advantages:
 - Pollinators, insects, birds
 - Reduce stormwater run-off



Pilot Site: Page Park

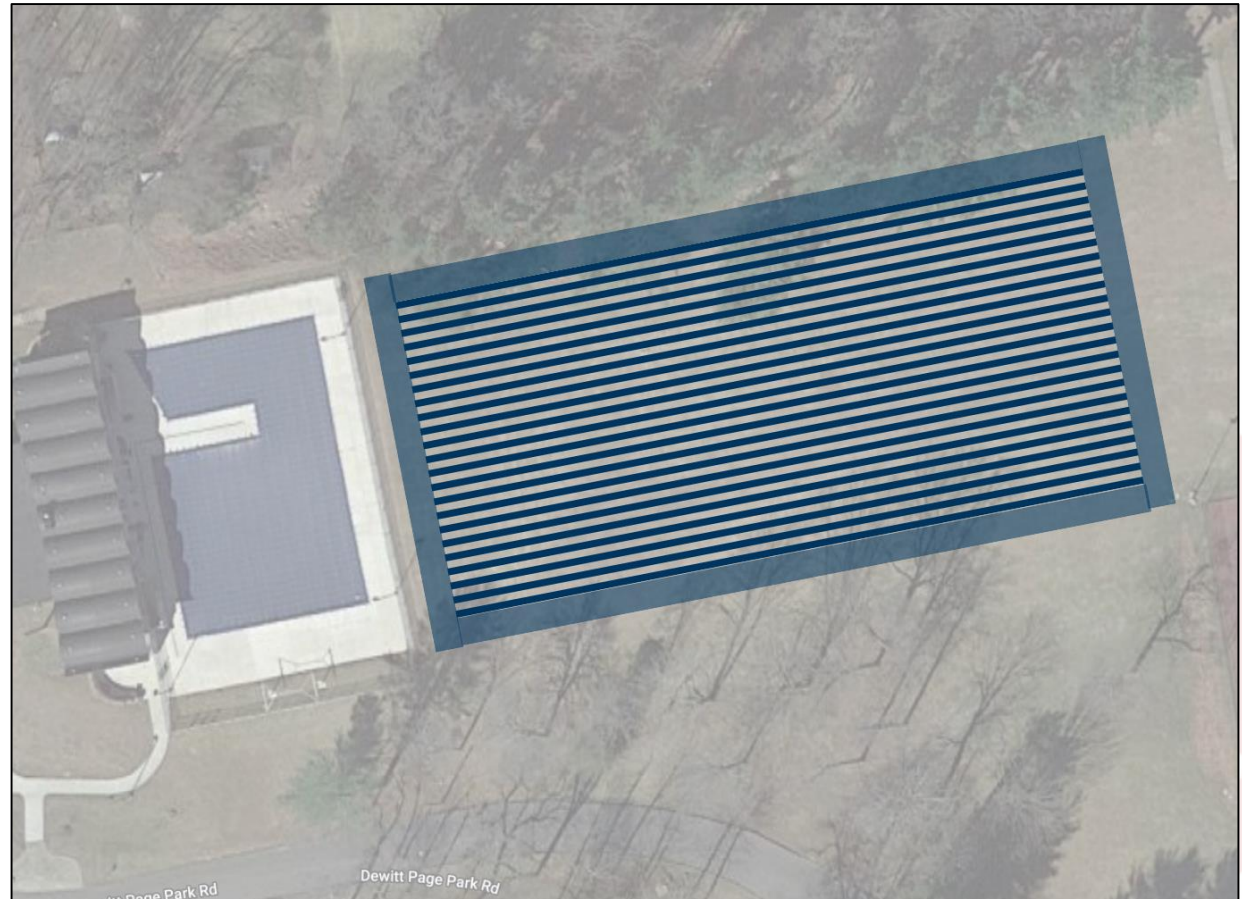
- Pilot Site Characteristics:
 - Low impact to recreation
 - Employee safety
 - Ecological benefit



Pilot Location #1



Pilot Location #2



Pilot Location #3



Best Management Practices



- Regularly mow a strip surrounding the perimeter of the low mow zone to demonstrate intentionality
- Mow footpaths in order to encourage public use.
- Inspect regularly for litter and clean as necessary
- Annually mow to 3" height in either winter or spring to encourage seeding.