

Park and Recreation Department
Budget & Finance Committee
Wednesday, February 6, 2019 at 6:15 p.m.
City Hall, Park Office, 2nd Floor, 111 North Main Street, Bristol, CT
SPECIAL MEETING

1. Acceptance of minutes

- a. Budget And Finance Minutes 01-14-2019

Documents:

[BUDGET AND FINANCE MINUTES 01-14-2019 DRAFT.DOCX](#)

2. Public Participation

3. Old Business

4. New Business

- a. Proposed Banner Request Form For Review And To Take Any Action As Necessary

Documents:

[PROPOSED BANNER REQUEST FORM.PDF](#)

- b. Review The Proposed Field Request Application And Fee Schedule And To Take Any Action As Necessary

Documents:

[PROPOSED FIELD REQUEST APPLICATION.PDF](#)

- c. Proposed Pavilion Rental Rates And To Take Any Action As Necessary

Documents:

[PROPOSED PAVILION RENTAL RATES.PDF](#)

- d. Review The Proposed Parks, Facilities And Field Use Policy And Take Any Action As Necessary

Documents:

[PROPOSED PARKS, FACILITIES AND FIELD USAGE POLICY.PDF](#)

5. Other Business

6. Adjourn

Park and Recreation Department
Budget & Finance Committee
Monday, January 14, 2019 6 p.m.
City Hall, Park Office, 2nd Floor, 111 North Main Street, Bristol, CT
Meeting Minutes

Present: Robert Fiorito, Chairperson
Robert Kalat
Brian Wilson, Superintendent of Parks Department

Absent: Ellen Zoppo-Sassu, Mayor
Maryellen Holden

Call to order

Commissioner Fiorito called the meeting at 5:58 p.m.

1) Acceptance of minutes from December 17, 2018:

Commissioner Kalat made a motion to approve the December 17, 2018 minutes and the motion was seconded by Commissioner Fiorito. Motion carried.

2) Public Participation:

None

3) Old Business

None

4) New Business:

None

5) Other Business:

Mr. Wilson explained the proposed budget in great detail. Money coming in during the month of May for a program scheduled for July was moved to the current year. Muzzy Field rentals revenue has increased due to additional rental monies received.

Discussion transpired regarding fee structure for entering the pool, and fields/facilities. Those projected fees are not within this budget.

Read charter and ordinances for the park recreation and pool. Does the Board have approval to administer?

Expenses for 2020 request are virtually the same. Regular full time wages is a combination of approved contract conditions within BPSA. Once 233 and 1338 are negotiated, an adjustment will be made. Overtime just holds the line with a small rate increase across the board. Part time wages have increased for 2019/2020 due to employees coming back on a second step rate.

Seasonal wages have increased as Mr. Wilson would like to see the season increased in order to be more productive for the outside workers.

Mr. Wilson discussed the geese management process and costs involved.

Mr. Wilson reviewed the 2019/2020 preliminary capital outlay projects.

Motion made by Commissioner Kalat to remove the Kern Park tennis court funds from the 2019/2020 capital outlay proposed budget.

Seconded by Commissioner Fiorito

All in favor; motion passed

Capital Improvement was approved for \$100k for a new backhoe. CIP for \$150k for the development of a 10 year plan for park and recreation. \$350k for the repaving of Memorial Boulevard along with \$70k for the design and phase improvements to Page Park upper level storage and maintenance.

Motion made by Commissioner Kalat to approve the budget as submitted with the removal of the Kern Park tennis court funds from the 2019/2020 budget.

Seconded by Commissioner Fiorito

All in favor; motion passed.

6) Adjourn:

Motion made by Commissioner Fiorito to adjourn at 7:22 p.m. and the motion was seconded by Commissioner Fiorito. All in favor. Motion carried.

Respectfully submitted,

Lisa Wilson
Recording Secretary
Board of Park Commissioners

DRAFT

DRAFT

**CITY OF BRISTOL
PARKS & RECREATION DEPARTMENT**

BANNER REQUEST FORM

(Must be completed 30 days prior to event)

1. Requests will be considered for BRISTOL EVENTS ONLY with Veteran's events taking priority. Banners must only announce special events to benefit a varied population of the Bristol community.
2. This form must be received by the Superintendent of the Park Department one month prior to the event with a copy of the banner layout. Upon approval, the banner and payment can be brought to the Bristol Parks and Recreation Department.
3. Banners advertising a non-profit event will cost \$50 to display. Banners advertising a for-profit event will cost \$100 to display. The Superintendent of Bristol Parks and Recreation will have the final decision as to whether an event is for-profit or non-profit.
4. All banners must be made of lightweight weatherproof material and must be properly vented (mesh or crescent flaps). Banners must be at least three (3) feet wide and no longer than ten (10) feet long.
5. Banners will be displayed for only two (2) weeks.
6. The Bristol Park and Recreation Department will not be responsible for damage that may occur to the banner, nor can the Park and Recreation Department be responsible to provide an exact date in which the banner will be put up.
7. Banners must be picked up from the Bristol Parks and Recreation office within fifteen (15) days of the banner being taken down. You will be contacted by the Parks and Recreation Department when your banner is removed.

Group Name: _____

Contact Person: _____

Address: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Email Address: _____

Description of Event: _____

Non-Profit Event For Profit Event

Banner Requested to Hang from _____ to _____ Banner Size: _____
(Date) (Date)

Brief Description of Banner Content: _____

FOR DEPARTMENT USE ONLY

Banner Request Received on: _____ Non-Profit Event - \$50 For-Profit Event - \$100
(Date)

Banner Request Approval: _____ Date: _____
(Park Board) (Superintendent)

Banner Dropped Off by Requestor on _____ Payment Received on _____
(Date) (Date)

Banner Picked Up by Requestor on _____
(Date)

BRISTOL PARKS AND RECREATION DEPARTMENT

Field Request Application

Full Name of Applicant: _____	D.O.B.: _____
Organization Name (if applicable): _____	
Job Title (if on behalf of an organization): _____	
Address: _____	
City, State, Zip: _____	
Email Address: _____	
Work Phone: _____	Cell Phone: _____
2 nd Contact Person: _____	
Work Phone: _____	Cell Phone: _____

Field/ Park Requested: _____

Date(s) Requested: _____

Set-up Time: _____ Start Time: _____ End Time: _____

Rain date (If applicable): _____

Frequency: _____

Brief Description of Activity:

Please check all that apply to the event/activity you are planning:

- | | |
|--|---|
| <input type="checkbox"/> Open to the public | <input type="checkbox"/> Member Only Event |
| <input type="checkbox"/> Entertainment will be present | <input type="checkbox"/> Food Trucks will be available* |
| <input type="checkbox"/> Leasing space to vendors | <input type="checkbox"/> Signs will be poster |
| <input type="checkbox"/> This event is a fundraiser | |

* All Food Trucks must have a health permit through the Bristol-Burlington Health Department and a City Peddler's License through the City Clerk's Office

Approximate Amount of Attendees: _____

NOTE: All permits require a \$150 Field Maintenance Security Deposit

It is understood that the use of the field/facilities by the applicant is subject to any and all of the conditions listed in the Parks, Facilities, and Fields Policy and Contract.

Applicant Name (please print) _____

Applicant Signature _____

Date _____

DEPARTMENT USE ONLY

FACILITY	HOURLY RENTAL RATE (NON-PROFIT)		HOURLY RENTAL RATE (FOR PROFIT)		LIGHTS	ADDITIONAL COST ITEMS			TOTAL PER FIELD
	PRACTICE (2 hrs)	GAME (4 hrs)	PRACTICE (2 hrs)	GAME (4 hrs)		ELECTRICITY	BATHROOMS	OTHER	
BASEBALL FIELDS									
MUZZY FIELD	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
PAGE PARK	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
RILEY FIELD	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
SOFTBALL FIELDS									
MAX STREET	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
PAGE PARK	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
CASEY FIELD	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
WILSON FIELD	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
FOOTBALL/LACROSSE FIELDS									
CASEY FIELD - FOOTBALL	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
MEMORIAL BOULEVARD	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
SOCCER FIELD/OPEN FIELD SPACE									
ROCKWELL PARK	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
INGRAHAM FIELD	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
FEDERAL HILL GREEN	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
ROCKWELL - AMP/THEATER	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
VOLLEYBALL COURTS									
STOCKS PLAYGROUND	\$100 per season	\$200 per season	\$25 per practice	\$100 per game					
ROCKWELL PARK	\$100 per season	\$200 per season	\$25 per practice	\$100 per game					
BASKETBALL COURTS									
PAGE PARK	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
BRACKET PARK	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
ROCKWELL PARK	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
STOCKS PLAYGROUND	\$15 per practice	\$50 per game	\$25 per practice	\$100 per game					
			(Must be in the form of a check made out to the City of Bristol)						TOTAL PERMIT COST:
									MAINTENANCE DEPOSIT:

*Please note Tournaments are different than games and are subject to additional fees and approvals. Additional any event that has tents, vendors, food distributors or sales of any kind (including ticket sales), must fill out a City Special event permit and is subject to additional fees and approvals.

Insurance Certificate Received: _____

Permit Number: _____

PAVILION RENTAL RATES

PAVILIONS	PRIVATE RESIDENT RENTAL RATE (4HRS)	BRISTOL NON-PROFIT RENTAL RATE (4HRS)	BRISTOL FOR-PROFIT RENTAL RATE (4HRS)
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ROCKWELL PARK			
BACK PLAYGROUND SHELTER	\$25	\$50	\$100
T-SHELTER	\$25	\$50	\$100
STONEHOUSE/SUMMERHOUSE	\$25	\$50	\$100
OPEN FIELD GAZEBO	\$25	\$50	\$100

PAGE PARK			
UPPER PLAYGROUND SHELTER	\$25	\$50	\$100
TENNIS COURT PICNIC TABLE	\$25	\$50	\$100
INGRAHAM FIELD PICNIC TABLE	\$25	\$50	\$100
SKI HILL PICNIC TABLE	\$25	\$50	\$100

STOCKS PLAYGROUND			
PICNIC SHELTER	\$25	\$50	\$100

MEMORIAL BOULEVARD			
GAZEBO	\$25	\$50	\$100
COVERED PICNIC AREA	\$25	\$50	\$100

FEDERAL HILL GREEN			
GAZEBO	\$25	\$50	\$100

BRACKETT PARK			
GAZEBO	\$25	\$50	\$100

Please note: All spaces are reserved on a first-come, first-serve basis and registration opens one month in advance (e.g. Oct. 1st opens all Nov. reservations). Payment must be made *in full* at the time of the reservation. Reservations are available for Bristol residents, non-profits, or businesses only; non-residents may use a space if there is no reservation or anyone currently occupying the space. If someone does appear with a permit all parties must vacate the premises. Persons holding the permit may contact the Police department if any issues arise. If a picnic space is not reserved, members of the public can use that space at no charge. If there is no other reservation directly after a gathering, the current reservers may stay until another party with a reservation is present or until the closure of the park, whichever comes first. Rentals for gatherings of over fifty people are required to fill out a special event application form, which must be approved by the Superintendent and/or the Park Board. **No alcohol is allowed on Park property. No charcoal grills or open flames, gas grills only. All trash must be picked-up and removed before the end of the reservation.**

PARKS, FACILITIES, AND FIELD USE POLICY

Requests for the use of town parks, facilities, and fields should be directed to the Bristol Parks and Recreation Department, located at 111 N. Main Street, Bristol, CT 06010.
Phone: 860-584-6160

SECTION 1: USERS

A. First Priority Users

The scheduled use of City of Bristol parks, facilities, and fields may be made available without rental charges only to the organizations listed below in Section 1A, if used according to the “Parks, Facilities and Field Use Policy.” Priorities will be granted in the following order:

First Priority Users

1. Bristol Parks and Recreation
2. Bristol Public Schools

B. Second Priority Users and Third Priority Users

The scheduled use of the City of Bristol parks, facilities and fields may be available to the types of organizations listed below. The assignments will be made according to the regulations and rental fees approved by the Park Board. A “City of Bristol Field Request Form” and “Property Usage Contract” will be then executed. Second priority and third priority categories are as follows:

Second Priority Users

1. Bristol Parochial schools.
2. Bristol non-profit groups whose membership is composed of Bristol residents.
3. Other non-profit organization and/ or individuals that have been approved by the Superintendent of Parks and Recreation or the Superintendent’s designee.
4. Local Bristol businesses.

Third Priority Users

1. For-profit clubs, groups, businesses and association.
2. Non-residents
3. Other outside organizations.

SECTION 2- CLOSED OR RESTRICTED AREAS

Due to factors such as inclement weather or poor usage conditions, the Bristol Parks and Recreation Department reserves the right to deny use of a city park, facility or field.

- A. Closed Area-- At the discretion of the Superintendent of Parks and Recreation, or the Director's designee, any section or part of any park, facility or field may be declared closed to the public at any time and for any interval of time, either temporarily or at regular scheduled, stated intervals (daily or otherwise) and either entirely or just to exclude certain uses.
- B. Guidelines for Cancellations of Activities on City Athletic Fields- The Parks and Recreation Superintendent or the Superintendent's designee may deny the use of a park, facility or field and/or require an activity to stop and the participants to vacate the area.
- C. Examples of conditions that may require the alteration or the cancellation of an activity:
 - 1. Standing puddles of water on the field
 - 2. Footing is unsure and slippery
 - 3. Ground is water logged and squishy
 - 4. Grass can be dislodged from the ground easily
 - 5. Lightning
 - 6. Severe weather storms
 - 7. Unsafe facility conditions
 - 8. That use proves to be destructive or detrimental to the site

Teams, leagues, individuals and or organizations that do not precisely follow the policy will be subject to revoking of their field use privileges. Please refer to Section 6 for cancellation and refund procedures.

SECTION 3- CONDITIONS OF USE

A. Right to Decline

The City of Bristol in its sole and absolute discretion, reserves the right to decline rental of the parks, facilities, or fields or to cancel the rental of the parks, facility or fields.

B. Responsible Adult Designee

Parks, facilities or fields can be reserved only in the name of an adult who represents an approved organization and who agrees, in writing, to be responsible for any damages.

C. Prohibited Acts/ Rules and Regulations

1. Field Usage Rules

- a. All user groups are subject to a \$150 field maintenance security deposit that must be issued in the form of a check and will be returned at the end of the permit pending issues.
- b. Field permits are exclusively for the organization listed on the permit. No subletting field time or usage to other organizations is permitted for any reason. Any damages to the field are the sole responsibility of the organization listed on the permit.

- c. Pitch batting practice from pitching mound and hit at home plate. Absolutely no batting against backstop or pitching in front of the mound.
- d. Absolutely no field maintenance, i.e. Raking, sweeping, applying drying agents, etc.
- e. No soft toss or peppering against any fence.
- f. Field, spectator areas and facilities must be clear of trash and debris after every game and practice.
- g. Alcoholic beverages, tobacco products, smoking and illegal drug use are not permitted in town parks or facilities.
- h. Permit holders and those using city parks, facilities and fields that abut private properties must respect those properties. User action such as trespassing, littering, urinating, and harassing, will not only cause the permit to be revoked but will also subject the offending user to further administrative action, by the Bristol Police authorities as defined by Connecticut state statutes and laws and may be subject to penalties.
- i. Wilson Field Users- Please be advised that all groups using Wilson Field are required to park only on the side of Fifth and Sixth Street that is nearest the field. Please inform the players, parents, and opponents. Failure to abide by this rule, could result in loss of privileges.

D. Field Maintenance Refundable Deposit

All user organizations are required to submit a field maintenance deposit in the form of a check prior to any permit issued. Deposit will returned if no field user rules are violated. User organization are subject to additional fees should more maintenance be required due to damages.

E. Reservations Mandatory

Organized athletic activities on City of Bristol Parks property are permitted only on a permitted basis. Persons not having a permit for the use of the parks, facilities, or fields must give way at all time to permit holders.

F. Permit Time Restrictions

Permits for use will be issued by the Bristol Parks and Recreation Department and permits are limited to the times approved on the permit.

There will be strict adherence to published closing time of all city parks.

SECTION 4- RENTAL REQUIREMENTS

All interested parties wishing to rent a field(s) must fill out the “Field Use Request Form”. If approval of use is granted, applicants must then fill out the “City of Bristol Property Usage Contract” and submit with rental Fees.

A. FEES

Please see fee rental chart provided on the back of the “Field Request Application”.

B. Utility Charges

Utility charges for fields will be based on current utility rates and to be determined by the Superintendent of Parks and Recreation or the Superintendent's designee.

SECTION 5- INSURANCE REQUIREMENTS

The City of Bristol reserves the right to modify and/or change the following insurance requirements. All individual modifications to the insurance limits require prior approval of the Comptroller's Office of the City of Bristol. All insurance and bonds must be written with companies admitted by the State to do business in the State of Connecticut.

GENERAL CONTRACTS

The City requires that contractors providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additionally insured on a primary, non-contributing basis, for the following:

- **General Liability insurance** (including Completed Operations Coverage) from all contractors doing business with the City in the amounts of \$1,000,000 (combined single limit) Bodily Injury-Property Damage Coverage/occurrence and \$2,000,000 aggregate coverage;
- Where the use of a vehicle is used in the performance , Automobile Liability insurance in the amount of \$1,000,000 with Property and Bodily Injury coverage;

Additionally, for any contract for which labor is performed within the State of Connecticut, evidence of workers compensation as defined in the Connecticut General Statutes must be provided.

Said insurance shall be provided at the sole expense of the contractor with an insurance company which is licensed to do business in the State of Connecticut. Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

All contracts should contain a "Hold Harmless/Indemnification Agreement" with the following language or other comparable language as approved by the City's Corporation Counsel.

"The Contractor agrees to indemnify defend and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses accruing or resulting from the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the contractor in the performance of this contract."

Owners & Contractors Protective Insurance policy to be provided in the name of the City of Bristol with the same limits required for the General Liability insurance.

SECTION 6- CANCELLATION AND REFUND PROCEDURES

The City of Bristol in its sole and absolute discretion, reserves the right to cancel permission for any group to use a park, facility or field if the purpose of such use is not considered to be in the best interest of the community or the neighborhood.

If the town cancels a permit due to weather or field conditions, all fees will be refunded. Please allow up to 10-15 business days for refunds to be issued.

If police coverage is required, all fee structures and cancellation policies will be in accordance with local union regulations.

No refunds on rental fees will be made in any amount for failure to show on the reserved rental date.

If it is deemed necessary to cancel a permit due a violation or town policies or town ordinances, all user fees paid will be automatically forfeited.

SECTION 7- ADDITIONAL SUPERVISION

The City of Bristol reserves the right to require any lessee or user to provide police protection when deemed necessary. Additional attendants or park personnel will be assigned, if deemed necessary by the Superintendent of Parks and Recreation or the Superintendent's designee; any resulting expenses or costs will be billed to the lessee or user.

SECTION 8- APPEALS PROCESS

All appeals are to be directed to the Parks and Recreation Superintendent The next level of escalation is an appeal of the Superintendent's decision to the Park Board.

Property Usage Contract

Please let it be recognized this agreement between the City of Bristol, Parks and Recreation Department and the _____
Effective _____ to _____. This form shall be filled out and signed each year.

User Group Responsibilities:

1. Agree to abide by the Parks, Facilities and Field Use Policy.
2. Provide on-sight supervision during all practices, games, meets and special events. Site supervisor will enforce all park rules and take all necessary action to cease inappropriate behaviors that may be displayed by any team member, visitor, or coach.
3. Contact the Parks and Recreation Superintendent immediately (within 24 hours) in the event of any serious injury, mishap, or inappropriate behavior. Please call 860-584-6160.
4. Contact the Parks and Recreation Superintendent with any maintenance issues or aspects of the facility that could be considered harmful to users.
5. Provide the Town of Rocky Hill with a current copy of general liability insurance policy, naming the Town of Rocky Hill as an additional named insured. A copy of this certificate must be on file with the Parks and Recreation Director before groups can have access to any field. For sport groups, proof of player/participant accident insurance in the amount of at least \$25,000, must also be provided.
6. Keep the facility clean. All equipment will be returned to its designated area, and at no time will equipment be left on the playing areas. All areas shall be free from litter before leaving the facility.
7. In the case of inclement weather, the user will call 860-584-6160 and listen for prompts for cancellation information, or you may go to our website at www.bristolrec.com or cancellation information.

City of Bristol Responsibilities:

1. The City of Bristol will provide safe and adequate facilities including general maintenance of all areas.
2. The City will make every attempt to notify the group contact person at least 12 hours prior to any park/facility closings for maintenance or other purpose unless obvious weather conditions or emergency situations force an unforeseen closure.

Liability Release Form:

As a representative of the group listed above, the group recognizes that there are risks of injury involved in participating in recreational activities. Therefore, the group does hereby release the City of Bristol and its employees and agents from all liability with respect to an injury received by a member within the group listed above arising from such activities. The organization supervisor, president, or person whose signature appears on the request form assumes full responsibility for following the City of Bristol Parks, Facilities and Field Use Policy. By signing this form, I agree that the rental payment will be made on time or the dates will be revoked.

Organization _____ Contact Person, Title _____ Signature _____ Date _____

Superintendent of Parks and Recreation Signature Date