

Board of Park Commissioners
Building & Finance Committee
Wednesday, April 17, 2019 at 5:00 p.m.
Park Department Office, City Hall, 111 North Main Street, Bristol, CT
Agenda
SPECIAL MEETING

1. Acceptance of minutes

- a. Building & Finance Meeting Minutes From 02-06-2019 And Take Any Action As Necessary.

Documents:

[BUDGET AND FINANCE MINUTES 02-06-2019 DRAFT.PDF](#)

2. Public Participation

3. Old Business

- a. Review The Rockwell Park Mountain Bike Path

4. New Business

- a. Discuss A Fee Structure For Fields For Non-Profit Organizations And Take Any Action As Necessary.

5. Other Business

6. Adjourn

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

Present: Robert Fiorito, Chairperson
Robert Kalat
Maryellen Holden
Brian Wilson, Superintendent of Parks Department
Robert Lincoln
Jessie Caetano

Mary Rydingsward
Cindy Donovan

Absent: Ellen Zoppo-Sassu, Mayor

Call to order

Commissioner Fiorito called the meeting at 6:26 p.m.

1) Acceptance of minutes from January 14, 2019:

Motion made by Commissioner Kalat made a motion to approve the January 14, 2019 minutes.

Seconded by Commissioner Fiorito.

All in favor. Motion carried.

2) Public Participation:

Mary Rydingsward approached the Committee regarding Kern Park and was concerned that the removal of the tennis court was removed from the capital improvement project. Commissioner Fiorito stated that it was removed from the capital improvement project as the BOE needs to resolve the water issue prior to any work begins in the Park. It may be on the capital improvement project list the following year. Ms. Rydingsward provided a report from DEEP dated December 14, 2018. She requested it to be on the next Park Board meeting.

3) Old Business

None

4) New Business:

- a. Review the proposed banner request form and take any action as necessary.

Commissioner Fiorito provided a copy of the Council Member, Joshua Medeiros comments.

Jessie Caetano is proposing a fee of \$50.00 for profit organizations and \$100.00 fee for profit organizations. The requirement of the sign is now regulated with the size, must have wind flaps and only for two (2) week duration. She explained the costs incurred to the Park Department.

Motion made by Commissioner Kalat to approve policy as presented with modifications.
Seconded by Commissioner Holden.

All in favor. Motion carried.

To be approved by the Board of Park Commissioners at next meeting.

- b. Review Field Application and rate structure and take any action as necessary.

Commissioner Fiorito would like to know when the lease expires for Midget Football and then we will need to negotiate for the electrical lights since they maintain it and do everything for Casey Field.

Commissioner Fiorito would like the maintenance request section to be modified as per Joshua Medeiros recommendations. Incorporate some of the requests and what's necessary for the Park Department's use.

Brian Wilson believes that the security deposit should not be utilized for any damage to the fields. Jessie Caetano would like to keep it in as some teams will leave the security deposits for the balance of the field rentals.

Commissioner Kalat questioned the usage and fees for the volleyball courts. Mrs. Caetano explained the current rate is \$50.00 and the proposal is to increase to \$100 per season.

Any for profit organizations must pay the security maintenance deposit for the fields. The security deposit will remain the same; fee will be increased by \$25.00.

Commissioner Fiorito stated that Muzzy Field is a separate entity and will leave this for further discussion.

Commissioner Fiorito is in agreement for charging the profit organizations a fee for the fields. He would like to rules to be set, plan a fee schedule and re-evaluate.

Mr. Lincoln would like to be able to differentiate between using the field as practice versus a game.

Motion made by Commissioner Kalat agrees to the price structure for the hourly rental rates for fields for the profit organizations as presented

Seconded by Commissioner Fiorito

All in favor. Motion carried.

Will leave in committee the fee structure for non-profit organizations for year 2020.

Mr. Wilson suggested inviting some of the non-profit groups to the next meeting once the fee structure has been established. Budget and Finance Committee should be scheduled the second week of March. When the new Superintendent comes on board and finalize the fee structure and then invite the public.

- c. Review the proposed pavilion rental rates and to take any action as necessary.

Mrs. Caetano provided the proposed rates for the outdoor facilities along with rates for picnic tables. Mrs. Caetano will update the forms, the website, social marketing along with a press release. Once revised, this will go back to the Board of Park Commissioners for their final approval. Proposing rentals to be scheduled on a first come first serve basis.

Motion made by Commissioner Holden to accept the pavilion rental rates as presented.

Seconded by Commissioner Kalat.

All in favor. Motion carried.

d. Review the proposed parks, facilities and field usage policy and to take any action as necessary.

Motion made by Commissioner Kalat to refer to Miscellaneous Matters Committee.
Seconded by Commissioner Holden.
All in favor. Motion carried.

5) Other Business:

6) Adjourn:

Motion made by Commissioner Kalat to adjourn at 7:37 p.m.
Seconded by Commissioner Holden.
All in favor. Motion carried.

Respectfully submitted,

Lisa Wilson
Recording Secretary
Board of Park Commissioners

DRAFT