

Board of Park Commissioners
Wednesday, July 17, 2019 at 6:00 p.m.
City Hall, First Floor Meeting Room, 111 North Main Street, Bristol, CT
Agenda

1. Call To Order
2. Acceptance Of Meeting Minutes
 - A. Meeting Minutes 06-12-2019

Documents:

[PARK BOARD 06-12-2019 DRAFT.PDF](#)

3. Public Participation
4. Employee Recognition
 - A. Shelly Fontaine For Her Outstanding Service At Summer Fun Camp
 - B. Jim Ciccio Retirement
5. Superintendent's Report
 - A. Superintendent Report

Documents:

[SUPERINTENDENT REPORT.PDF](#)

6. Financials
 - A. Financials

Documents:

[FINANCIALS.PDF](#)

7. Old Business
 - A. 100th Anniversary Of Memorial Boulevard
 - B. All Heart Pop-Ups Parks
 - C. Art In The Parks
 - D. Policies And Operations Manual Review
 - E. Establish A Sub-Committee For The City Wide Parks And Recreation Master Plan
 - E.i. Establish A Sub-Committee For The Page Park Master Plan
 - E.ii. Park Master Plan

Documents:

[PARKS MASTER PLAN OVERVIEW PRESENTATION.PDF](#)

8. New Business

- A. Youth Services Acting Director / Re-Organization Review
- B. Eagle Scout Presentation - Zach Koval - North Pond Road
- C. Bristol Green Team Initiative
- D. Hoppers-Birge Pond Committee Re-Organization
- E. Endorse Fee Schedule For Dennis Malone Aquatics Center
- F. Page Park Pavilion Indoor Rental Facility
 - F.i. Permit Beer And Wine
- G. Facility Rental Agreement

Documents:

[FACILITY RENTAL AGREEMENT_COMMERICAL USE 2019.PDF](#)

- 9. Other Business
- 10. Adjourn

Board of Park Commissioners
Wednesday, June 12, 2019
Executive Room, First Floor Meeting Room, 6:00 p.m.
Meeting Minutes

Present: Mayor Mary Ellen Zoppo-Sassu
Commissioner Cynthia Donovan
Commissioner Robert Fiorito
Commissioner Maryellen Holden
Commissioner Paula O'Keefe
Superintendent Joshua Medeiros
Commissioner Robert Kalat

Absent: Council Liaison, Scott Rosado

1) Call to order

Chairwoman Zoppo-Sassu called the meeting at 6:04 p.m.

2) Acceptance of minutes from May 15, 2019:

MOTION: Made by Commissioner Kalat to approve the May 2019 minutes.

Seconded by: Commissioner Fiorito

All in favor; Motion carried.

3) Public Participation:

Mike Serry approached the Board regarding the bike trails within Rockwell Park. He appreciated the efforts provided by the Park Department. Next week he will have more people with the slopes and will clean the poison ivy from the area. He will need a bulk pick up. June 22 is the scheduled build day. The major component is where the funds are coming from in order to install a pump track. Commissioner Kalat recommended going to the Main Street Foundation and Mike stated that he may go to NIMBA next year for a grant in order to move forward.

Commissioner Fiorito would like to further discuss at the next Building and Maintenance Committee on July 17th.

Motion made by Commissioner Bogdanski to move item G to the current location under public participation.

Seconded by Commissioner Donovan.

All in favor. Motion passed.

Steve Lavoie approached the Board regarding the food contract. He operates the food truck from Monday through Friday from 8:30 a.m. to 4 p.m. A new contract will be issued.

MOTION: Made by Commissioner Fiorito to extend the contract for an additional year for the amount of \$3,671. at Stocks Playground.

Seconded by: Commissioner Holden.

All in favor; Motion carried.

4) Superintendent's Report

a. Superintendent's Report

MOTION: Made by Commissioner Fiorito to accept the Superintendent's Report and place on file.
Seconded by: Commissioner O'Keefe.
All in favor; Motion carried.

b. Employee recognition Jessie Caetano out on maternity leave for Sarah Larson

- Jessie Caetano out on maternity leave
- Robert Lincoln and the complete crew that worked on Memorial Day for the long weekend. They went above and beyond to get the park clean. Walter repaired a bench at Page Park beyond what was imagined. He did a fantastic job.
- Dave McConnell worked on the Rockwell bridge and cleaned the moss.

Employee spotlight

Justin Fiorito was spotlighted this week and James Ciccio will be the following week.

5) Old Business:

a. 100th Anniversary of Memorial Boulevard

Commissioner O'Keefe stated that the Recreation Committee met regarding the 100th Anniversary celebration. h Mr. Terrence would like to be the photographer for the event in 2021 and provide pictures with acrylic . Commissioner O'Keefe stated that the Committee would like to have a representative from the Chamber of Commerce. She will be keeping this in the Recreation Committee and will provide updates on a monthly basis.

b. All Heart Pop-Up Parks

The grant has been awarded. A fundraiser is set for October 19, 2019 at the home of Bob Boudreau.

c. Arts In The Parks

Sarah Larson has been working with the Arts & Culture Committee and with local bristol artists that designs graffetti. She would like to paint the skate park area with designed graffetti during the summer. This project will be a two (2) day event and will allow the community to be engaged.

6) New Business

- a. Rockwell Park Mountain Bike Updates and Trails Building Day, June 22, 2019. (Moved to Public Participation)
- b. Page Park Grand Re-Opening Ceremony / Fundraiser

Dr. Medeiros would like to perform a grand re-opening for events. Alcohol can be approved by the Park Board. Possible schedule a wine tasting event on the upper deck at Page Park. Commissioner Kalat would like to see the two (2) local breweries

MOTION: Made by Commissioner Fiorito to approve a great event and allow adult beverages at the Page Park.
Seconded by: Commissioner Bogdanski.
All in favor; Motion carried.

- c. Establish The Policy Review Sub-Committee To Work With The Superintendent On Annual Revisions And Review Of The Operations / Policy Manual.

Dr. Medeiros shared the park policy manual of which is in need of being refined.

MOTION: Made by Commissioner Fiorito to refer 6c to Miscellaneous Matters Committee.
Seconded by: Commissioner Donovan.
All in favor; Motion carried.

- d. Discussion On Establishing A City Wide Parks And Recreation Master Plan Sub-Committee.
- e. Discussion on Establishing A Page Park Master Plan Sub-Committee

We will need a committee for a City wide master plan and a Park Committee.

MOTION: Made by Commissioner Fiorito to establish a sub committee to and a committee for the Master Plan.
Seconded by: Commissioner Bogdanski.
All in favor; Motion carried.

- f. Approval Of Special Event Request From Bristol Hospital For Bristol Health Walk/Run on 09-07-2019

No action taken

- g. Consider A One (1) Year Extension For Food Concession Agreement At E.G. Stocks Playground With Steven Lavoie D/B/A/ Steve's Top Dog In The Amount Of \$7,359.00 (Moved to Public Participation)
- h. Birds Eye View Of The Parks Marketing Initiative

Dr. Medeiros would like to see a drone video of the Parks in order to market the parks in a better light. He provided a video of a drone reviewing a park. He's looking to hire a vendor for the Parks Department.

Dr. Medeiros is bringing this to the Board of Park Commissioners as the Board would need to provide authorization to use the drone services within the parks.

MOTION: Made by Commissioner Donovan to use drone the drone services within the parks.
Seconded by: Commissioner Fiorito
All in favor; Motion carried.

7) Financials

a. Financial Document

MOTION: Made by Commissioner Fiorito to approve and set on file.
Seconded by: Commissioner Kalat.
All in favor; Motion carried.

MOTION: Made by Commissioner Fiorito to accept and approve the Board of Finance Request and place on file. .
Seconded by: Commissioner Bogdanski.
All in favor; Motion carried

8) Memorial Tree Program

Dr. Medeiros shared the Memorial Tree Program applications with Commissioners.

9) Other Business

Commissioner Mary Ellen Holden will be resigning from the Park Board as a Commissioner as she will be relocating to another city.

10) Adjourn

MOTION: Made by Commissioner Fiorito to adjourn at 7:20 p.m.
Seconded by: Commissioner Kalat.
All in favor; Motion carried.

Respectfully submitted,

Lisa Wilson, Recording Secretary
Board of Park Commissioners



Parks and Recreation Superintendent Report
 Board of Park Commissioners
 (July 17, 2019)

I. Project Updates (as of 7/12/2019)

Project	Progress/Status	Anticipated Completion
Page Park Pool Design	Bids were received with the only bid coming from D'Amato for \$4.2 million. After consultation with TLB Architecture the project is being refined and re-bid with a closing date of 8/7. Pending successful bids we are still on track for a fall 2019 construction start.	May 2020. Grand re-opening ribbon cutting event TBD.
Rockwell Bike Trails	A soft opening for the bike trails was held on 7/11. The project is nearing completion thanks to the perseverance of the community volunteers. Parks is partnering with Public Works to have signs made for the park.	Ribbon cutting/Grand opening program is scheduled for Wednesday August 28, 2019. Phase 2 of the project is being reviewed by the Building and Maintenance Committee of the Parks Board.
Parks & Recreation Master Plan & Page Park Site Master Plan	A draft of the scope of the Master Plan RFP was presented to the 10 year capital planning committee on 6/25 and will be reviewed by the Board of Park Commissioners for their input and approval.	RFP for design/consulting firm will be issued summer 2019. Contract awarded for the Fall with work beginning shortly after.
Page Park Green Monster Improvements	Funding was approved for Green Monster improvements in the FY 19-20 budget. Superintendent will be working with Parks Leadership to establish priorities and a plan.	TBD pending site concepts.
Muzzy Field Parking Lot	Special Permit and Site Plan was approved through the land use boards.	Fall 2019 pending successful permit process.

II. Parks, Grounds and Facilities Division Highlights

- Parks Department has been working closely with Public Works to create new “Park Rules” signs to be placed throughout the parks. The signs are being created through Public Works new sign making machine and will replace the outdated stencil signs featured throughout the park system.
- Playground resurfacing initiative was completed. The following playgrounds were brought up to code over the spring: Federal Hill Green, Peck Park, Seymour Park and Wilson’s Field.
- The Parks division is in the process of securing a Backhoe from the Water Department as part of operational sharing initiative that saved the city nearly a \$100,000.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Window	Muzzy Field	In Progress

III. Recreation Division Highlights

- The Annual Summer Concert Series kicked off on June 26th. These free concerts are held every Tuesday from 7-8:30pm through August 20th.
- BPRD received a \$1,500 Art in the Park Grant courtesy of the Sid Bernard and Ed Miller Fund for the Visual Art at the Main Street Community Foundation. The grant is being used to provide concert goers with the opportunity to experience the visual arts while enjoying the concert. This includes engaging in chalk art, live painting, tie-dye, and more!
- Fall programming is confirmed and the brochure is in the process of going to print. Fall program registration will begin on Tuesday, August 27, 2019 for Bristol residents.

Recreation & Event Measures	June 2018	June 2019
# of youth engaged in recreation programs	688	777
# of adults engaged in recreation programs	225	298
Total # of recreation programs running	71	65*

**No longer offering gymnastics, as our instructors retired.*

Additional Highlights by the numbers:

- Little Explorers Pre-School Camp participation is up 50% from last year. This is the highest number of participants attending in the history of the program.
- The Adult Social Program, which provides Bristol residents with special needs opportunities to socialize and participate in community events and activities, is up 66% in registrations this summer.
- The first Summer Concert on June 26th brought a crowd of close to 500 people to Rockwell Park.

IV. Aquatics Division Highlights

- Page and Rockwell Park pools opened for the season on Saturday June 22, 2019. The pools have been well attended and operations have been successful.
- Rockwell Pool demoed live WAVE technology to promote water safety and engage the public in the latest in drowning prevention.
- Summer programs have begun including swim lessons and the popular Summer Splash Swim Team. Additionally, Bristol Hospital patients are loving the Dennis Malone Aquatics sessions and are signing up for memberships.

Aquatics Measures	June 2018	June 2019
# of visits to the Dennis Malone Aquatics Center	1623	1473
# of Pool Memberships sold	61	74
# of youth learning to swim	160	136

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Summer Concert Series	Every Tuesday- June 25 th - August 20 th	7:00-8:30pm	Rockwell Park Amphitheater
Bristol Green Team	Saturday July 27 th	10:00am-12:00pm	Rockwell Park Amphitheater
Team Tennis Challenge	Saturday August 3 rd	12:00-2:00pm	Page Park Tennis Courts
Neon Nights	Friday August 9 th	6:00-9:00pm	Rockwell Pool
Pooch Plunge	Monday August 19 th	4:30-6:30pm	Rockwell Pool
Mayor's Back to School Pencil Hunt	Thursday August 22 nd	4:30-7:00pm	Muzzy Field

FOR 2020 12

ACCOUNTS FOR:
001 GENERAL FUND

0017021 PARKS ADMINISTRATION

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	.00	.00	-23,330.00	.0%
0017021 514000 REGULAR WAGES &	167,960	0	167,960	2,730.84	.00	165,229.16	1.6%
0017021 515100 OVERTIME WAGES &	3,000	0	3,000	127.24	.00	2,872.76	4.2%
0017021 515200 PARTTIME WAGES &	6,300	0	6,300	258.75	.00	6,041.25	4.1%
0017021 517000 OTHER WAGES	3,000	0	3,000	.00	.00	3,000.00	.0%
0017021 552100 LIABILITY INSURA	45,000	0	45,000	37,268.00	.00	7,732.00	82.8%
0017021 553000 TELEPHONE	5,500	0	5,500	.00	5,125.00	375.00	93.2%
0017021 553100 POSTAGE	500	0	500	.00	.00	500.00	.0%
0017021 554000 TRAVEL REIMBURSE	500	0	500	.00	.00	500.00	.0%
0017021 555000 PRINTING & BINDI	100	0	100	.00	.00	100.00	.0%
0017021 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017021 561800 PROGRAM SUPPLIES	2,000	0	2,000	.00	.00	2,000.00	.0%
0017021 569000 OFFICE SUPPLIES	950	0	950	.00	850.00	100.00	89.5%
0017021 581120 CONFERENCES & ME	3,000	0	3,000	.00	500.00	2,500.00	16.7%
TOTAL PARKS ADMINISTRATION	-185,020	0	-185,020	40,384.83	6,475.00	-231,879.83	-25.3%

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMIS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-185,020	0	-185,020	40,384.83	6,475.00	-231,879.83	-25.3%

** END OF REPORT - Generated by Lisa Wilson **

FOR 2020 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017022 450311 MUZZY FIELD RENT	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
0017022 450321 RENTALS	-3,500	0	-3,500	.00	.00	-3,500.00	.0%
0017022 450322 CONCESSION & MIS	-13,500	0	-13,500	.00	.00	-13,500.00	.0%
0017022 450400 MISC CHARGES FOR	-300	0	-300	.00	.00	-300.00	.0%
0017022 514000 REGULAR WAGES &	926,380	0	926,380	15,910.89	.00	910,469.11	1.7%
0017022 515100 OVERTIME WAGES &	99,250	0	99,250	5,112.61	.00	94,137.39	5.2%
0017022 515200 PARTTIME WAGES &	48,600	0	48,600	1,386.00	.00	47,214.00	2.9%
0017022 531010 GEESE MANAGEMENT	10,000	0	10,000	.00	.00	10,000.00	.0%
0017022 541000 PUBLIC UTILITIES	67,000	0	67,000	.00	67,000.00	.00	100.0%
0017022 541100 WATER & SEWER CH	40,000	0	40,000	.00	40,000.00	.00	100.0%
0017022 542140 REFUSE	15,000	0	15,000	.00	5,000.00	10,000.00	33.3%
0017022 543000 REPAIRS & MAINTN	51,400	0	51,400	.00	24,850.00	26,550.00	48.3%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	.00	8,050.00	6,950.00	53.7%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	.00	57,400.00	34,600.00	62.4%
0017022 562100 HEATING OIL	13,500	0	13,500	.00	.00	13,500.00	.0%
0017022 562600 MOTOR FUELS	23,000	0	23,000	.00	.00	23,000.00	.0%
0017022 563000 MOTOR VEHICLE PA	25,000	0	25,000	.00	.00	25,000.00	.0%
0017022 563100 TIRES	3,000	0	3,000	.00	.00	3,000.00	.0%
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	.00	10,000.00	.00	100.0%
0017022 581120 CONFERENCES & ME	2,000	0	2,000	.00	.00	2,000.00	.0%
0017022 581200 VANDALISM	5,500	0	5,500	.00	.00	5,500.00	.0%
TOTAL PARKS GROUNDS & FACILITIES	1,409,330	0	1,409,330	22,409.50	212,300.00	1,174,620.50	16.7%

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,409,330	0	1,409,330	22,409.50	212,300.00	1,174,620.50	16.7%

** END OF REPORT - Generated by Lisa Wilson **

FOR 2020 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-95,000	0	-95,000	.00	.00	-95,000.00	.0%
0017023 450107 FALL/WINTER REC	-29,000	0	-29,000	.00	.00	-29,000.00	.0%
0017023 514000 REGULAR WAGES &	134,210	0	134,210	2,585.74	.00	131,624.26	1.9%
0017023 515100 OVERTIME WAGES &	3,000	0	3,000	.00	.00	3,000.00	.0%
0017023 515200 PARTTIME WAGES &	211,950	0	211,950	12,237.19	.00	199,712.81	5.8%
0017023 531000 PROFESSIONAL FEE	23,000	0	23,000	.00	250.00	22,750.00	1.1%
0017023 557700 ADVERTISING	9,000	0	9,000	.00	.00	9,000.00	.0%
0017023 561800 PROGRAM SUPPLIES	33,000	0	33,000	.00	9,300.00	23,700.00	28.2%
0017023 581120 CONFERENCES & ME	1,000	0	1,000	.00	1,000.00	.00	100.0%
TOTAL RECREATION	291,160	0	291,160	14,822.93	10,550.00	265,787.07	8.7%

FOR 2020 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	291,160	0	291,160	14,822.93	10,550.00	265,787.07	8.7%

** END OF REPORT - Generated by Lisa Wilson **

FOR 2020 12

ACCOUNTS FOR:
001 GENERAL FUND

0017024 AQUATICS

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017024 450103 POOL CHARGES	-203,500	0	-203,500	.00	.00	-203,500.00	.0%
0017024 514000 REGULAR WAGES &	192,335	0	192,335	2,089.42	.00	190,245.58	1.1%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	688.80	.00	4,811.20	12.5%
0017024 515200 PARTTIME WAGES &	324,880	0	324,880	16,320.10	.00	308,559.90	5.0%
0017024 531000 PROFESSIONAL FEE	8,000	0	8,000	.00	4,000.00	4,000.00	50.0%
0017024 541000 PUBLIC UTILITIES	55,000	0	55,000	.00	54,500.00	500.00	99.1%
0017024 541100 WATER & SEWER CH	20,000	0	20,000	.00	20,000.00	.00	100.0%
0017024 543000 REPAIRS & MAINTN	35,000	0	35,000	.00	34,375.00	625.00	98.2%
0017024 557700 ADVERTISING	25,000	0	25,000	.00	13,900.00	500.00	.0%
0017024 561400 MAINT SUPPLIES &	15,000	0	15,000	.00	6,525.00	11,100.00	55.6%
0017024 561800 PROGRAM SUPPLIES	1,500	0	1,500	.00	.00	8,475.00	43.5%
0017024 562100 HEATING OIL	25,000	0	25,000	.00	.00	1,500.00	.0%
0017024 562200 NATURAL GAS	1,000	0	1,000	.00	.00	25,000.00	.0%
0017024 581120 CONFERENCES & ME	505,215	0	505,215	19,098.32	133,300.00	352,816.68	30.2%
TOTAL AQUATICS							

FOR 2020 12

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	505,215	0	505,215	19,098.32	133,300.00	352,816.68	30.2%

** END OF REPORT - Generated by Lisa Wilson **



Parks Master Planning Process Overview (Draft)

6/24/2019

Overview

The Parks and Recreation Department was awarded \$150,000 in planning money to be utilized for a City Wide Parks and Recreation Master Plan and site specific Master Plan for Page Park renovations. The project will go out to bid over the summer with work beginning late summer/early fall 2019.

Goals and Objectives of the Master Plan

- Selected firm will **Review, Research and Build** upon established city/department documents including but not limited to the Plan of Conservation and Development, past Park Master Plans, Site Plans, Policies and Operational manuals, and city website/documents.
- Engage in a **Comprehensive Systematic Community Engagement Process** that includes public meetings, neighborhood focus groups, online and face-to-face surveys, stakeholder interviews and other outreach methods to ensure the citizens of Bristol have ample opportunity to be heard and a part of the planning process. Firms must outline specific plans to ensure minorities are represented in the planning process.
- Conduct an **In-Depth Site Analysis** of all city parks and recreational spaces and facilities. Define deficiencies in existing facilities and make recommendations for repair, replacement, expansion or removal; and to bring the facilities up to current recreation, state, and federal standards. Include potential costs of developing/improving parks, fields and recreational facilities.
- Provide an **In-Depth Comprehensive Site Plan for Page Park Renovations** to address long standing site issues including parking, drainage and offline amenities.
- Conduct a **High Level Overview of Board of Education** facilities in relation to other city parks and recreational spaces.
- Complete **Inventory of Existing City Park Assets** benchmarked against National Recreation and Parks Association standards.
- Produce a **Phased Plan for ADA Compliant Upgrades** to reduce and eliminate accessibility barriers at existing recreation facilities, parks and amenities that are not ADA compliant. Include potential costs of upgrades.
- Conduct a **Review of City Open Space and Properties** that could meet future recreational and park needs of the city.
- Identify and recommend **Programming and Maintenance Plans** to better serve existing parks and recreation programs and facilities as well as anticipate future needs.
- Provide recommendations for **Aggressive and Sustainable Funding Sources** that could support the department's capital and operational needs.
- Assist the department and Board of Park Commissioners with **Goal Setting and Project Prioritization** for the next 5-7 years.

The Process

The Superintendent of Parks and Recreation in conjunction with the Purchasing Agent are developing a Request for Proposal (RFP) to be issued over the summer. A steering committee will be assembled to assist the Superintendent in shepherding the Master Plan process. Led by the Superintendent, the committee will be comprised of key Parks and Recreation Department staff, Board of Park Commissioners, and other citizen stakeholders. A committee will be impaneled at the July Board of Park Commissioners meeting.

The charge of the steering committee will be as follows:

- Assist the Superintendent in the review and ranking of Request for Proposals
- Make a recommendation to the full Board of Park Commissioners for the selection of a qualified firm and award of contract.
- Work closely with the firm to ensure all challenges, opportunities and community needs are represented in the planning process.
- Ensure there is a diverse, wide spread community engagement process in which people of all backgrounds, ethnicities, socio-economic status have opportunity to be a part of the planning process.
- Ensure all relevant stakeholder organizations are aware of the planning process and have an opportunity to share their recreational and park needs.
- Review, critique and refine various iterations of the master plans by providing feedback to the planning firm.
- Accept and adopt a final version of the master plan through the Board of Park Commissioners.
- Assist the Superintendent in communicating outcomes of the plans.

Outcomes

It is the intention of the Parks and Recreation Department to fully utilize the Master Plan documents as a roadmap for the future of parks and recreation services in the City of Bristol. The plan will help the department:

- Better understand community needs
- Identify future trends
- Capture costs
- Address plans for deferred maintenance
- Prioritize projects
- Define future Capital Improvement Projects
- Define future staffing/equipment needs to meet recreational and park objectives



Dennis Malone Aquatic Center

Business-Use Facility Rental Agreement (revised: 7/2019)

Who: The Dennis Malone Aquatics Center may be rented by private residents and outside organizations. Rental requests may be submitted online or in person at the pool. The request must be approved by the Aquatics Supervisor and depending on the nature of the activity may require Board of Park Commissioners approval.

Where: Dennis Malone Aquatic Center located at 325 Mix Street Bristol, CT

When: Availability is subject to regularly scheduled activities. Dates and times must be approved by the Aquatic Supervisor.

Times: Facility is rented according to pool availability

Fee Schedule:

Private Resident Birthday Party- \$180.00/per hour + a separate \$50.00 refundable deposit check

Private Non-Resident Birthday Party- \$240.00/per hour + a separate \$50.00 refundable deposit check

Non-Profit Organizations- \$100.00/per hour (during normal operating hours- 1-hour rental minimum). \$200.00/per hour (outside of normal operating hours- 2-hour rental minimum).

For-Profit Organizations- \$200.00/per hour (during normal operating hours- 1-hour rental minimum). \$300.00/per hour (outside of normal operating hours- 2-hour rental minimum).

Please Note: This fee includes lifeguard staff, facility maintenance staff, and either, exclusive or non-exclusive access to the facility depending on the nature of the rental. Acceptable forms of payment: cash, check, Visa, Mastercard, and Discover. Please note that there is a \$25 fee for any returned checks.

Bristol Parks and Recreation reserves the right to run simultaneous, regularly scheduled activities during your rental period. The number of lanes or space provided during your rental will be pre-approved by the Aquatics Supervisor based on schedule availability and your organizational needs.

Basic Registration Information

Rental Organization: _____

Contact Name: _____ Date: _____

Contact Information: Phone # _____ Email: _____

Rental Date(s): _____ Hour(s) of Rental: _____ Approximate Head Count: _____

What Are The Ages? _____ What Is the Adult to Child Ratio? _____ (If under 7, ratio MUST be 1:1)

Do You Need Any Special Equipment or Supplies? _____

Rental Purpose: _____

Payment/Confirmation (Office use only)

Half of the balance is due at the time of reservation in order to secure the date. We are unable to “hold” dates while awaiting payment. The remaining balance must be paid the date of rental. Failure to pay in full will result in immediate termination of the agreement. There may arise circumstances in which alternative payment schedules are set up, such as long-term pool rental.

Total Due: _____ Date: _____ Staff Initial: _____

Payment Received: _____ Date: _____ Staff Initial: _____

RELEASE OF LIABILITY & INDEMNITY AGREEMENT:

I have read and understood the rental agreement. Renter will indemnify and save harmless the city of Bristol against and from all liabilities of every kind and nature which result from Renter's treatment of, or instructions to, its invitees which may be assessed by the city of Bristol. **RENTER ACKNOWLEDGES THAT THE NATURE OF THE PREMISES AS A SWIMMING POOL FACILITY IS INHERENTLY DANGEROUS AND THAT INJURY FROM ANY ACTIVITY IN OR AROUND THE POOL INCLUDING DROWNING AND SLIPPING ON WATER ANYWHERE ON THE PREMISES MAY OCCUR. RENTER EXPRESSLY ASSUMES ALL SUCH RISK OF INJURY. IT IS THE INTENT OF THE PARTIES AND THE ESSENCE OF THIS AGREEMENT THAT THE RENTER, IT'S AGENTS, EMPLOYEES AND INVITEES ENTER UPON AND USE THE PREMISES AT THEIR OWN RISK AND THE CITY OF BRISTOL, THE OWNER OF THE PREMISES AND HIS SUCCESSOR-IN-INTEREST SHALL BEAR NO RESPONSIBILITY OR LIABILITY FOR INJURIES.**

Signature below indicates that the party host has entered into this facility rental agreement and agrees to all outlined terms and conditions:

Renter Signature

Renter Name Printed

Date:

Aquatic Supervisor Signature

Date:

Pool Rules and Regulations

1. Proper swimming attire must be worn in the pool. Proper attire is subject to lifeguard's discretion. **Bathing Suits only.** No athletic shorts or cotton t-shirts. Rash guards are allowed only if properly fitted.
2. Non-disposable swimming diapers are required for all children who are not toilet trained.
3. All patrons need to check into the facility prior to entering the pool. Pool schedule is subject to change. All patrons must be **out of the building** no later than 15 minutes after closing.
4. Children **under 11 years of age** must be accompanied in the building by a parent or adult at least 18 years of age. Children **under the age of 8** must be accompanied in the water by an adult at all times. No exceptions.
5. Per public health code, all persons **must shower** before entering the pool. Any person known or suspected of having a communicable disease shall not use the pool. Spitting, urinating, or blowing the nose in the pool is prohibited.
6. The pool is not to be used unless there is a lifeguard on duty.
7. Please be aware that management reserves the right to close a pool and cancel events at any time for weather-related concerns, thunder or lightning, fecal incidents, vomit in the pool or any chemistry-related issues, etc.
8. Breath-holding games or similar activities are prohibited.
9. Use of flotation equipment is limited to supervised classes and adults. Children will not be allowed to use flotation belts, face masks, snorkels, fins, water wings, inflatables, beach balls, kickboards, noodles, goggles with nose pieces, life jackets, and other equipment during open swim sessions. Pull buoys, kick boards, and class equipment may be used for lap swimming with permission of the lifeguard on duty.
10. Any activity that may endanger patron safety or the facility including running, “horseplay”, hanging on the lane lines, or improper use of equipment, is not allowed. Threatening, harassing, or bullying behavior will not be tolerated on premise and are grounds for immediate dismissal from the facility.
11. Food and/or glass containers are not allowed in the pool or locker room areas. Plastic beverage bottles may be used on the pool deck. Patrons must clean up all trash they bring into the facility.
12. Diving is prohibited in water less than 4 feet deep. Only shallow water dives are permitted into water less than 8 feet deep. While using the diving board: only front dives are allowed. No back dives, inwards, flips, or trick jumps/dives are permitted.
13. Use of starting blocks is only allowed with lifeguard's permission.
14. Tobacco, narcotics, vapor, and alcohol products of any kind are not allowed in the facility or on facility grounds.

15. Bandages, bobby pins, or chewing gum are not to be used in the pool.
16. Visiting with or distracting lifeguards on duty is prohibited.
17. Young children and disabled adults must be accompanied by someone able to assist them in dressing/undressing, showering, and entering/exiting the pool. For safety reasons, staff are prohibited from leaving their posts to assist with these functions.
18. Children **under** the age of six are permitted to use either locker room with adult supervision. Children **six and older** must use their gender-appropriate locker rooms. Private locker room space is available, please ask a staff member for assistance.
19. BPRD reserves the right to schedule swim lessons, swim meets, team practices, special events, and to limit swimmer and spectator capacity for health and safety reasons as needed.
20. Private swim lessons or group classes are not allowed at any time unless it is a BPRD sanctioned program. Furthermore, outside entities/groups wishing to use the facility as a group must adhere to additional policies and/or fees. More information can be obtained from the Aquatic Supervisor.
21. Use of any media devices, including but not limited to: cameras, video recorders, and cell phones are strictly prohibited in all restrooms and locker rooms. Furthermore, regarding electronic devices: **safety first**, please keep a constant eye on your child and do not become distracted from supervising your child.
22. BPRD is not responsible for lost or stolen items. If locks are used, they must be removed by the end of each business day or they will be cut off.
23. All injuries occurring on premise must be immediately reported to a staff member or lifeguard on duty.
24. Spectators must remain in the bleacher area. For health and sanitation reasons, street shoes **may not** be worn on the pool deck.

Enforcement of rules is subject to Lifeguard’s discretion. Rules are subject to change without prior written notice. Management reserves the right to eject anyone who fails to comply with these safety rules. Refunds on admission fees will not be given.

Please sign that you have read and understand our pool rules: _____ Date: _____

Aquatic Supervisor Initial: _____ Date: _____

Additional Facility Rental Guidelines

Swim lane rentals during normal operating hours are for instructional use only. Instructor must hold certification in at least one of the following: American Red Cross, USA Swimming, USA Masters Swimming, or PT. A copy of the certification and proof of CPR/First Aid/AED plus Safety Training for Swim Coaches training must be presented with the completed rental form. All instructors must be insured and submit a Certificate of Insurance for \$2M naming the City of Bristol as “additionally insured”.

Diving board rentals requesting use of the diving board are for dive teams only. All rental requests for the diving board must be made by a certified diving coach; who will be present during the duration of the rental time. A copy of the coach’s USA Diving certification and CPR/First Aid/AED plus Safety Training for Swim Coaches must be attached to the request. A coach must be present at all times when diving boards are in use.

Lifeguards are provided by the city of Bristol for all rentals. Private lifeguards are not allowed; all lifeguards must be city of Bristol employees. All instructors must be insured and submit a Certificate of Insurance for \$2M naming the City of Bristol as “Additionally insured”.

Insurance – The City requires a certificate of insurance (Accord or other approved format) naming the City of Bristol as “additionally insured”, for the following: General Liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.

In addition to the above, the business shall provide a certificate of insurance showing coverage for Worker’s Compensation as defined in the Connecticut General Statutes, in the minimum amounts as specified therein. Said insurance shall be provided at the sole expense of the business with an insurance company which is licensed to do business in the State of Connecticut. If renter exceeds their rental time there will be a penalty of \$50 per 15 minutes. All groups renting the pool shall observe all pool rules. The lifeguard on duty is the authority during the rental. Two lifeguards are provided for the rental fee. If a group exceeds more than 50 people, additional lifeguards will be required at a rate of \$30 per hour, per lifeguard to be paid for by the renter.

Reservations must be made by applicants 21 years of age or older. The applicant, not a designee is required to fill out the form and sign the form. Make all checks payable to: Bristol Parks & Recreation Department. We also accept: Visa, MC, or Discover for all payments. Cash is not accepted for rentals.

General admission into the facility for use of the designated area is included in this rental. All guests must check in at the front desk during normal hours of operation. Any activities that are deemed unsafe by staff will result in expulsion from the facility with no refund. The building and equipment must be used and treated appropriately. Renters are responsible for the financial cost of replacing equipment that is broken during their use. All pool rules must be observed and followed during the rental period. Pool rules will be furnished at the request of the renter and provided within a reasonable time prior to the rental date. Any questions regarding the pool rules must be brought to the attention of the Aquatic Supervisor.

Renter Initial: _____ Aquatic Supervisor Initial: _____ Date: _____