

Board of Park Commissioners
Wednesday, October 16, 2019 at 6:00 p.m.
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT
Agenda

1. Call To Order
2. Acceptance Of Meeting Minutes
 - A. Park Board Meeting Minutes 09-17-2019

Documents:

[PARK BOARD 09-17-2019 DRAFT.PDF](#)

3. Public Participation
4. Superintendent's Report
 - A. October Superintendent Report

Documents:

[PARKS BOARD OCTOBER 2019.PDF](#)

5. Employee Recognition
 - A. Dave Anderson To Assist With The Page Park Pool Construction Project

6. Old Business
 - A. Update On All Heart Pop-Up Parks
 - B. Update On The Parks & Recreation Master Plan
 - C. Update On Page Park Pool Renovations
 - D. Approve Superintendent's Trust Fund Memo To Comptrollers
 - E. Award Of Ice Cream Concession Contracts
 - F. Approval And Adoption Of Reviewed Policy Manual
 - G. By Commissioners

7. New Business
 - A. CAPRA Accreditation

8. Financials
 - A. Financials

Documents:

[FINANCIALS.PDF](#)

9. Approval Of The Memorial Tree Requests
 - A. Memorial Tree Program (William Whittaker)

Documents:

[MEMORIAL TREE PROGRAM \(WILLIAM WHITTAKER\).PDF](#)

10. Other Business

A. Events Committee

B. Building & Maintenance Committee

C. Budget & Finance Committee

11. Adjourn

Board of Park Commissioners
Tuesday, September 17, 2019
First Floor Meeting Room, 6:30 p.m.
Meeting Minutes

Present: Mayor Mary Ellen Zoppo-Sassu
Commissioner Malcomb Huckaby
Commissioner Cynthia Donovan
Commissioner Robert Fiorito
Commissioner Sandra Bogdanski
Commissioner Paula O'Keefe
Superintendent Dr. Joshua Medeiros
Commissioner Robert Kalat

Absent: Council Liaison, Scott Rosado Attended at 7:08

1) Call to order

Commissioner Fiorito called the meeting at 6:30 p.m.

2) Acceptance of minutes from August 21, 2019:

MOTION: Made by Commissioner Kalat to approve the August 21, 2019 minutes.
Seconded by: Commissioner Donovan.
All in favor; Motion carried.

3) Public Participation:

MOTION: Made by Commissioner Fiorito to move 6C to the current location _
Seconded by: Commissioner O'Keefe
All in favor; Motion carried.

Councilman Peter Kelly approached the Board as he was here a year ago requesting permission to rename the ski area within Page Park after Johnie Floyd. He would like to see a dedication ceremony on October 4th at Page Park during the City Meet. Mr. Kelly would also like to provide a stone or plaque in the future. He will return at a later date for approval. Coach Stafford Kurk and Dr. Medeiros can work together to work out the details of the ceremony.

MOTION: Made by Commissioner Bogdanski to rename the cross country ski area within Page Park to honor Johnie Floyd.
Seconded by Commissioner Kalat
All in favor; motion carried.

MOTION: Made by Commissioner Fiorito to move agenda item 7A to the current location.
Seconded by Commissioner Bogdanski.
All in favor; motion carried

Lee Cormier of Wings of a Dove approached the Board and explained his history regarding the usage of drones.

Sarah Larson presented the video showcasing the many parks within Bristol. Dr. Medeiros stated that the video will be on facebook and the Park website.

4) **Superintendent's Report**

a. Superintendent's Report For September 2019

Dr. Medeiros stated the progress for the Page Park pool is moving forward and there is a pre-construction meeting scheduled.

Mountain bike trails are officially open. The volunteers were recognized by the Council. They will be working on Phase 2 of the project.

The RFP for the park master plan is in the Purchasing Department being finalized.

5) **Employee Recognition:**

Employee / Volunteer Recognition: Mountain Bike Trail Volunteers And Ronald Dionne, Facilities Maintenance Technician.

Dr. Medeiros wants to commend the Mountain Bike volunteers as they all performed a fantastic job. Ronald Dionne has officially started within the DMAC location as the Facilities Maintenance Technician.

6) **Old Business:**

A. All Heart Pop-Up Parks

The Broadview Fund is hosting Cocktails at eight. Ticket prices are \$65.00 and the event is October 19, 2019. Dr. Medeiros provide invitations to all Commissioners. The fund raising goal is \$20,000.

B. Park Security (Camera And Police)

Dr. Medeiros is working with IT for for cameras and instituting a citywide online monitoring systems. This will remain on the agenda.

C. Official Naming Of Page Park XC Course After Johnie Floyd (1 Year Re-Visit) Item moved.

D. Parks & Recreation Master Plan

E. Hoppers Birge Pond Committee Integration

Dr. Medeiros stated that the Hoppers Birge Pond Committee integration with the Park Department. January 2020. They are working on submitting some recommendations to preserve the area and future improvements and marketing.

F. By Commissioners

7) New Business

A. Presentation Of Birds Eye View Of The Park Projects (Item moved)

B. Approval Of Memorial Tree Requests

There has been a few inquiries and will place this item on the agenda for next month.

C. By Commissioners:

Commissioner Rosado would like to ensure the Veteran's Association is on the agenda next month.

Mayor Zoppo-Sassu informed the Board that just recently the Center Square has a paved area of 300' long strip by 28' wide. She indicated that that the pavement transpired this week at Parcel 9 downtown for the biker riders. This area will be for the kids to perform wheelies and bike riding as they prefer to use flat smooth areas. Some of the asphalt has been donated by Tilcon.

8. Financials:

A. Financials dated 09-2019.

MOTION: Made by Commissioner Donovan to accept and place on file.

Seconded by: Commissioner Bogdanski.

All in favor; Motion passed.

9. Other Business:

A. Events Committee

Commissioner O'Keefe informed the Board of the positive efforts made by all. The event will be held on Saturday October 16th and 17th, 2021 from 1 p.m. to 5 p.m. Would like to demonstrate a timeline, have the veterans explain the monuments and provide history along with self guided tours. She would also like to have vintage cars on display. She would like to create an ornament and possibly start selling in 2020 for the holidays.

B. Building & Maintenance Committee

No recent meeting.

C. Budget & Finance Committee.

Commissioner Fiorito stated that under old business they discussed such things as the policy and several policy changes in the operations manuals, addressed drones and areas to be utilized, smoking policy in the parks, the hours of parks are open, damming in the rivers and swimming in the rivers, non resident pool fees. Also discussed the draft memo that Dr. Medeiros created regarding the trust fund accounts in order to bring to the Board of Finance.

MOTION: By Commissioner Bogdanski to approve the memo in order for Dr. Medeiros to present to the Board of Finance regarding the trust fund money.

Seconded by: Commissioner Donovan

All in favor; Motion passed.

Also discussed the consideration of the Ice cream vendor fee to be reduced at Page Park. Contract expires at the end of the month. It was discussed and it was determined to place the ice cream vendor out to bid.

MOTION: Made by Commissioner Kalat to direct the Superintendent to create an RFP to go out to bid for the ice cream vendor.

Seconded by: Commissioner Donovan

All in favor; Motion passed.

Final item discussed was the language regarding the Veterans Memorial Park regarding the school bus access. It was decided that this item will remain in Committee until its known what the School Committee needs.

10. Other Business:

11. Adjourn

MOTION: Made by Commissioner Donovan to adjourn at 7:13 p.m.

Seconded by: Commissioner O'Keefe.

All in favor; Motion passed.

Respectfully submitted,

Lisa Wilson, Recording Secretary
Board of Park Commissioners



Parks and Recreation Superintendent Report
 Board of Park Commissioners
 (October 16, 2019)

I. Project Updates (as of 10/9/2019)

Project	Progress/Status	Anticipated Completion
Page Park Pool Renovation	Demolition work began on-site the week of September 23 rd . Dave Anderson was retained by the City as the Clerk of the Works to oversee/verify day to day site work and contractors. Dave reports directly to the Superintendent.	May 2020. Grand re-opening ribbon cutting event TBD.
Parks & Recreation Master Plan & Page Park Site Master Plan	The RFP is posted with a closing date of October 16 th . Submissions will be reviewed and a contract will be awarded shortly after.	Anticipated contract award November 2019

II. Parks, Grounds and Facilities Division Highlights

- The crew has been hard at work on beautification efforts to restore Rockwell Park Bathhouse with plans to re-open the facility next summer. The facility will have a mixed use including public bathrooms, rentals, indoor programming space and concessions for the summer concerts.
- On-going park maintenance and beautification efforts include trimming/grooming the Page Park bushes, sprucing up dog park lot, filling in walking trails near disc golf, backstop removal at Federal Hill and more.
- The crew installed the second REC N' Read library at Page Park near the lower playground.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Page Park playground slide	Complete

III. Recreation Division Highlights

- Bristol Parks and Recreation employees manned a booth at the Mum Festival, providing community members with information about upcoming programs and events, as well as, on-site registration for activities.
- The Annual Halloween event at Rockwell is being held on October 26th from 2-4PM and will feature a spider maze, trunk or treat, scarecrow making, games, and food trucks.
- The final Green Team event of the season will be held prior to the Spooktacular event – costumes are encouraged!

Recreation & Event Measures	September 2018	September 2019
# of youth engaged in recreation programs	298	280*
# of adults engaged in recreation programs	207	178**
Total # of recreation programs running	21	22

*Fall Brochure not distributed to the schools

**drop in Zumba participation

Additional Highlights by the numbers:

- Preschool programs are up 70% from last year, including the introduction of new pre-school programs such as Sports Fun and Art Instruction.
- On September 28th, the Green Team collected over 1,800lbs (90% of a ton) of trash from Rockwell Park – 1,000lbs in litter and 800lbs in metal. The team collected a bike, 2 skate boards, a rusted 50 gallon barrel, an oven, sofa, bedframe, baby gate, and a window.
- 164 books have been borrowed from the REC N’ Read Library at Rockwell Park since its opening on September 7th.

IV. Aquatics Division Highlights

- Aquatics staff coordinated several new programs/events this fall including a popular Pirate Treasure Dive and an Adult Mini-Swim Camp.
- The popular Splash Swim Team season has begun. The coaching team is working on obtaining USA Swim status for the league.
- Retail items are now being offered to the public including bathing suits, goggles and swim caps as well as swim packages for learn to swim participants. There have been around \$1,000 in sales to date.
- New Facilities Tech, Ron Dionne is actively engaged in facility repairs and pool members are reporting satisfaction with the condition of the indoor pool.

Aquatics Measures	September 2018	September 2019
# of visits to the Dennis Malone Aquatics Center	1,487	1,381
# of Pool Memberships sold	206	208
# of youth learning to swim	310	348

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Bristol Green Team	Saturday October 26 th	10:00am-11:00am	Rockwell Park
Cocktails @ Eight	Saturday October 19 th	8:00-11:00pm	41 Broadview
Halloween Spooktacular	Saturday October 26 th	2:00-4:00pm	Rockwell Park

FOR 2020 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-20,000	0	-20,000	-23,008.50	.00	3,008.50	115.0%
0017022 450321 RENTALS	-3,500	0	-3,500	-6,441.00	.00	2,941.00	184.0%
0017022 450322 CONCESSION & MIS	-13,500	0	-13,500	-66.75	.00	-13,433.25	.5%
0017022 450400 MISC CHARGES FOR	-300	0	-300	.00	.00	-300.00	.0%
0017022 514000 REGULAR WAGES &	926,380	0	926,380	186,085.61	.00	740,294.39	20.1%
0017022 515100 OVERTIME WAGES &	99,250	0	99,250	40,796.49	.00	58,453.51	41.1%
0017022 515200 PARTTIME WAGES &	48,600	0	48,600	21,221.82	.00	27,378.18	43.7%
0017022 517000 OTHER WAGES	0	0	0	56.20	.00	-56.20	100.0%
0017022 518000 WORKERS' COMP SA	0	0	0	7,803.54	.00	-7,803.54	100.0%
0017022 531010 GEESE MANAGEMENT	10,000	0	10,000	.00	.00	10,000.00	.0%
0017022 541000 PUBLIC UTILITIES	67,000	0	67,000	26,965.27	40,034.73	.00	100.0%
0017022 541100 WATER & SEWER CH	40,000	0	40,000	23,534.47	15,975.22	490.31	98.8%
0017022 542140 REFUSE	15,000	0	15,000	4,819.57	4,743.03	5,437.40	63.8%
0017022 543000 REPAIRS & MAINTN	51,400	0	51,400	19,377.35	24,271.37	7,751.28	84.9%
0017022 543100 MOTOR VEHICLE SF	15,000	0	15,000	4,114.01	8,223.22	2,662.77	82.2%
0017022 561400 MAINT SUPPLIES &	92,000	0	92,000	21,064.70	44,194.83	26,740.47	70.9%
0017022 562100 HEATING OIL	13,500	0	13,500	162.53	4,837.47	8,500.00	37.0%
0017022 562600 MOTOR FUELS	23,000	0	23,000	3,692.20	1,673.42	19,307.80	16.1%
0017022 563000 MOTOR VEHICLE PA	25,000	0	25,000	1,861.38	1,673.42	21,465.20	14.1%
0017022 563100 TIRES	3,000	0	3,000	.00	.00	3,000.00	.0%
0017022 570905 SMALL EQUIPMENT	10,000	0	10,000	5,146.82	8,413.67	-3,560.49	135.6%
0017022 581120 CONFERENCES & ME	2,000	0	2,000	994.00	475.00	531.00	73.5%
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	338,179.71	152,841.96	918,308.33	34.8%

FOR 2020 12

ACCOUNTS FOR:
001 GENERAL FUND

0017023 RECREATION

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017023 450105 SUMMER RECREATIO	-95,000	0	-95,000	-79,588.50	.00	-15,411.50	83.8%
0017023 450107 FALL/WINTER REC	-29,000	0	-29,000	-7,576.00	.00	-21,424.00	26.1%
0017023 514000 REGULAR WAGES &	134,210	0	134,210	31,028.86	.00	103,181.14	23.1%
0017023 515100 OVERTIME WAGES &	3,000	0	3,000	1,247.98	.00	1,752.02	41.6%
0017023 515200 PARTTIME WAGES &	211,950	0	211,950	90,223.53	.00	121,726.47	42.6%
0017023 517000 OTHER WAGES	0	0	0	180.00	.00	-180.00	100.0%
0017023 531000 PROFESSIONAL FEE	23,000	0	23,000	9,403.00	8,864.00	4,733.00	79.4%
0017023 557700 ADVERTISING	9,000	0	9,000	2,411.25	4,588.75	2,000.00	77.8%
0017023 561800 PROGRAM SUPPLIES	33,000	0	33,000	3,544.54	7,406.17	22,049.29	33.2%
0017023 581120 CONFERENCES & ME	1,000	0	1,000	1,006.66	580.00	-586.66	158.7%
TOTAL RECREATION	291,160	0	291,160	51,881.32	21,438.92	217,839.76	25.2%

10/04/2019 11:16
 LisaWilson

CITY OF BRISTOL
 YEAR-TO-DATE BUDGET REPORT

P 1
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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	-94,219.25	.00	-109,280.75	46.3%
0017024 514000 REGULAR WAGES &	192,335	0	192,335	27,175.33	.00	165,159.67	14.1%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	2,694.77	.00	2,805.23	49.0%
0017024 515200 PARTTIME WAGES &	324,880	0	324,880	135,043.28	.00	189,836.72	41.6%
0017024 517000 OTHER WAGES	0	0	0	208.86	.00	-208.86	100.0%
0017024 531000 PROFESSIONAL FEE	8,000	0	8,000	5,136.00	483.00	2,381.00	70.2%
0017024 541000 PUBLIC UTILITIES	55,000	0	55,000	16,757.15	37,742.85	500.00	99.1%
0017024 541100 WATER & SEWER CH	20,000	0	20,000	3,910.79	16,089.21	.00	100.0%
0017024 543000 REPAIRS & MAINTN	35,000	0	35,000	12,858.35	15,687.20	6,454.45	81.6%
0017024 557700 ADVERTISING	500	0	500	.00	500.00	.00	100.0%
0017024 561400 MAINT SUPPLIES &	25,000	0	25,000	4,642.44	18,857.56	1,500.00	94.0%
0017024 561800 PROGRAM SUPPLIES	15,000	0	15,000	1,420.67	10,004.33	3,575.00	76.2%
0017024 562100 HEATING OIL	1,500	0	1,500	.00	.00	1,500.00	.0%
0017024 562200 NATURAL GAS	25,000	0	25,000	.00	.00	25,000.00	.0%
0017024 581120 CONFERENCES & ME	1,000	0	1,000	1,164.98	35.00	-199.98	120.0%
TOTAL AQUATICS	505,215	0	505,215	116,793.37	99,399.15	289,022.48	42.8%

FOR 2020 12

ACCOUNTS FOR:
001 GENERAL FUND

0017021 PARKS ADMINISTRATION

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-134,626.86	.00	-265,373.14	33.7%
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-6,222.50	.00	-17,107.50	26.7%
0017021 514000 REGULAR WAGES &	167,960	0	167,960	37,588.45	.00	130,371.55	22.4%
0017021 515100 OVERTIME WAGES &	3,000	0	3,000	828.79	.00	2,171.21	27.6%
0017021 515200 PARTTIME WAGES &	6,300	0	6,300	4,100.63	.00	2,199.37	65.1%
0017021 517000 OTHER WAGES	3,000	0	3,000	.00	.00	3,000.00	.0%
0017021 552100 LIABILITY INSURA	45,000	0	45,000	40,527.93	3,173.95	1,298.12	97.1%
0017021 553000 TELEPHONE	5,500	0	5,500	885.57	4,239.43	375.00	93.2%
0017021 553100 POSTAGE	500	0	500	14.45	.00	485.55	2.9%
0017021 554000 TRAVEL REIMBURSE	500	0	500	50.90	.00	449.10	10.2%
0017021 555000 PRINTING & BINDI	100	0	100	.00	100.00	.00	100.0%
0017021 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017021 561800 PROGRAM SUPPLIES	2,000	0	2,000	188.00	.00	1,812.00	9.4%
0017021 569000 OFFICE SUPPLIES	950	0	950	280.28	631.54	38.18	96.0%
0017021 581120 CONFERENCES & ME	3,000	0	3,000	1,456.66	235.00	1,308.34	56.4%
0017021 589100 MISCELLANEOUS	0	180,889	180,889	10,000.00	4,660.00	166,229.00	8.1%
TOTAL PARKS ADMINISTRATION	-185,020	180,889	-4,131	-44,927.70	13,039.92	27,756.78	771.9%

Celebrating a Life: Memorial Tree Program (William Whittaker)

Expires On: Wednesday, January 15, 2020

Items: Memorial Tree Program

Celebrating a Life: Memorial Tree Program

The circle of life surrounds us. As one life ends, a new one begins

The Bristol Parks and Recreation Department is proud to present its new Celebrating a Life: Memorial Tree Program. When you choose to have a Memorial Tree planted for your loved one, you are doing more than simply putting a plant in the ground. You are making a long-term commitment to the environment and implanting the memoirs of your loved one in our planet for years to come. The Celebrating a Life Memorial Tree Program is a unique tribute which provides global benefits like no other memorial gift could.

The program is available to Bristol residents only. Completed request forms must be submitted to the Parks and Recreation Office in person or via e-mail. Requests will be placed on the next available Board of Park Commissioners meeting for review and approval. Board of Park Commission meetings are held the 3rd Wednesday of the month unless otherwise noted. Applicants are welcome to attend the commission meeting but are not required to do so.

Date of Request

11/02/2019

Requested by

William Whittaker

Contact Phone Number

(561) 400-7022

Email

scottwhittaker65@gmail.com

Tree in Honor of

Ann C. Gardner

Please submit a short statement why you are requesting this Memorial Tree

My Aunt grew up in Forestville and went to Bristol Eastern, graduated in 1962. I lived with her and cared for her until her passing on 5/9/19. I would like to have a memorial for her in her home town to celebrate her life and a tree would be a good way to honor her. I nice gesture that would grow and flourish,

Please select first choice for requested tree. The Board of Commissioners will make every attempt to honor requests.

Eastern Red Cedar

Please select second choice for requested tree

Flowering Dogwood

Please select thrid choice for requested tree

Northern Red Oak

Requested Park/ location (be as specific as possible)

Rockwell Park , maybe along the hiking trails or if there is a spot that has a view of the river.

Special Requests

NO special requests

Please use the following space to denote what you would like the memorial plaque accompanying the tree to say. Maximum two lines of text. The Board of Park Commissioners will make every attempt to accomodate your request, but may be limited by space or other requirments. Common formats include the name of the person as well as their date of birth and passing.

In honor of Ann C. Gardner . 11/1/1944 - 05/09/2019. May we carry her spirit with us and

let this tree symbolize her life and all whom she touched.

Total Cost for Memorial Tree is \$500.00 (includes the purchase and installation of the tree/plaque and a 1-year warranty).

Payment must be made in full in order for this application to be complete.

Disclaimers:

Once the Parks and Recreation Department receives this request they will place it on the agenda of the next available Board of Park Commissioners meeting.

Once the request has formally been approved by the Board of Park Commissioners, the Bristol Parks and Recreation Department will place the order

for the tree and schedule an installation as soon as possible. Applicant will be notified of the approval and provided with an installation date. Installation time frames may vary depending on the season.

Memorial Trees are considered property of the City of Bristol Parks and Recreation Department. In the event that a tree is vandalized or damaged the Parks and Recreation Department will make every attempt to restore the tree. A 1-year warranty is guaranteed.

While changes are not anticipated the Parks and Recreation Department reserves the right to relocate or decommission a Memorial Tree at its sole discretion.

Name: William Whittaker
(69.254.55.4)

Date: 10/3/2019 6:51:17
PM