

Board of Park Commissioners  
Wednesday, March 20, 2019  
First Floor Meeting Room, 6:00 p.m.

Present: Commissioner Sandra Bogdanski  
Commissioner Cynthia Donovan  
Commissioner Robert Fiorito  
Commissioner Maryellen Holden  
Commissioner Paula O'Keefe  
Superintendent Joshua Medeiros  
Commissioner Robert Kalat  
Scott Rosado, Council Liaison

Absent: Mayor Ellen Zoppo-Sassu, Chairperson

**1) Call to order**

Commissioner Fiorito called the meeting at 6:00p.m.

**2) Acceptance of minutes from February 20, 2019:**

MOTION: Made by Commissioner Kalat to approve the February 20, 2019 minutes.  
Seconded by: Commissioner Holden.  
All in favor; Motion carried.

**3) Public Participation:**

Brian Archibald approached the Board to discuss the bike track in Rockwell Park. He inspected the park and made connections with the representative from Madison track. He provided a handout explaining 4 potential options for the pump track. Cost will be about \$10 – 13k depending on what will be completed. There are several opportunities for grants and their matching. He would be looking at the City for funding. The City will remove the dead fallen trees. No equipment is necessary in Phase 1; only hand tools. Phase 2 would require equipment and funding. Brian has provided the necessary information to the Police Department and the Traffic Division for their approval. Mike Sierry is concerned about grading, shade and water. There's many options that can be considered. No motion made.

Daniel Szyal of 132 Minnosota Lane approached the Board regarding his proposed Scout project at Kern Park. He would like to install a couple of benches and new trail markers. He would also like to remove the brush by the tennis court and fix the fence. He will have help and will raise money. The completion of the project is September 2019. No motion made.

**4) Financials:**

A. Financials

Motion made by Commissioner Bogdanski to accept as presented and place on file.  
Seconded by Commissioner O'Keefe.  
All in favor, Motion carried.

B. Trust Withdrawal of \$3,092. for Peck Park.

MOTION: Made by Commissioner Kalat to accept the trust withdrawal as presented and place on file.  
Seconded by: Commissioner Bogdanski.  
All in favor. Motion passed.

**5) Superintendent's March 2019 report.**

A. Superintendent's March Report.

MOTION: Made by Commissioner Donovan to accept the trust withdrawal as presented and place on file.  
Seconded by: Commissioner Bogdanski.  
All in favor. Motion passed.

B. Strategic Planning

a. Master plan for parks

Currently engaging in planning for the future. Meeting with staff to establish short term and long term goals.

b. Master plan for trust money

Currently working on the moving the trust fund money out of the operating budget.

c. Master plan for staffing.

The Salary Committee has approved a full time outreach coordinator's position, an aquatics position, an assistant park supervisor of grounds and a senior tech position for the pool. The crew has been filling in on a rotating schedule.

**6) New Business:**

A. Copper Ledges Tennis Court

The Copper Ledges Tennis Courts are clay courts and the Park Department has been approached to see if the City is willing to take those courts over. We will place this on the agenda for next month.  
No motion made

B. Showmobile Rental Form and Rates

Superintendent Dr. Medeiros passed out the proposed showmobile policy and provided a rate schedule. Proposed rental fee rates will increase to \$200 Monday thru Friday while on a holiday or weekends the rental fee is \$400.00 per day. The transportation fee to and from event site to be a flat \$400.00 flat fee. The labor rate will be \$50.00 per hour. The sound technician at \$25.00 per hour and lighting technician to \$25.00 per hour.

MOTION: Made by Commissioner Donovan to approve the form and the rates are presented.  
Seconded by: Commissioner Bogdanski.  
All in favor. Motion passed.

C. Marketing And Co-Branding

Superintendent Dr. Medeiros presented the current logo and the all heart Bristol logo. Discussion transpired to see if the Park Department can co-brand in the future. The Commissioners liked the current park logo and wants to keep it as is. No motion made

By Commissioners  
None

**7) Old Business**

A. Page Park Pool Updates

Engineering is working with TLB regarding the drainage and options. Still on track for design and construction documents for the summer. No motion made.

B. Review Use of BOE Fields And Maintenance & Equipment and take Action As Needed.

No current updates at this time. When the school is out, the BOE is not maintaining the fields. The Parks Department would like to use them in the summer. BOE has no use for the fields in the summer. Parks could maintain the fields. The Park Department is not maximizing all the fields within Bristol. The concern is whether or not we have the proper manpower and funds available to maintain them. Conversations are ongoing and taking place. No motion made.

**8) Other Business:**

Reviewing the policy manual is still on Miscellaneous Committee. A meeting will be scheduled soon.

The Park Commissioners and members made a generous donation toward the success of the summer concert series.

**9) Adjourn:**

MOTION: Made by Commissioner Donovan to adjourn at 7:05 p.m.  
Seconded by Commissioner O'Keefe.  
All in favor. Motion carried.

Respectfully submitted,

Lisa Wilson, Recording Secretary  
Board of Park Commissioners