

Board of Park Commissioners  
Wednesday, March 20, 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 Of February 20, 2019

Documents:

[PARK BOARD 02-20-2019 DRAFT.DOCX](#)

3. Public Participation

4. Financials

A. Financials March 2019

Documents:

[FINANCIALS MARCH 2019.PDF](#)

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

5. Superintendent's Verbal Report

A. Superintendent's Report

Documents:

[SUPERINTENDENT REPORT MARCH 2019.PDF](#)

B. Strategic Planning

A. Master Plan For Parks

B. Master Plan For Trust Money

C. Master Plan For Staffing

6. New Business

A. Copper Ledges Tennis Court

B. Showmobile Rental Form And Rates

C. Marketing And Co-Branding

7. Old Business

A. Page Park Pool Updates

B. Review Use Of BOE Fields And Maintenance & Equipment Necessary And Take Action As Necessary.

8. Other Business

9. Adjourn



Board of Park Commissioners  
Wednesday, February 20, 2018  
First Floor Meeting Room, 6:00 p.m.

Present: Commissioner Sandra Bogdanski  
Commissioner Cynthia Donovan  
Commissioner Robert Fiorito  
Commissioner Maryellen Holden  
Superintendent Brian Wilson  
Mayor Ellen Zoppo-Sassu, Chairperson  
Commissioner Paula O'Keefe  
Jess Caetano, Recreation Coordinator  
Jaimie Clout, Aquatic Supervisor  
Robert Lincoln, Park Supervisor  
Sarah Larson, Recreation Coordinator  
Superintendent Joshue Medeiros

Absent: Commissioner Robert Kalat

**1) Call to order**

Chairwoman Zoppo-Sassu called the meeting at 6:00p.m.

**2) Acceptance of minutes from January 16, 2019:**

MOTION: Made by Commissioner Fiorito to approve the January 16, 2019 minutes.  
Seconded by: Commissioner Kalat  
All in favor; Motion carried.

**3) Public Participation:**

The removal of the tennis courts should go to planning for the future a Capital Improvement Project (CIP).

A. Brian Wilson applied for the Environmental Review Team (ERT). They have made a commitment to conduct that in the spring. It will have a May time frame. It has been accepted and moving forward. Commissioner Donovan would like to see the Eagle Scouts conduct a project to install bird houses. Mary Rydingsward of the Kern Park Association addressed the Board regarding the ERT application and is concerned about the trails and the water problem. She would like to see some professional advice. He explained the concept stewardship group needs to be active in the process. They will be looking at it as a whole. First step is a over the phone intake for the application. Stakeholder meeting is second. Will need to refine what will be done. Letter from DEEP regarding Kern Park was shared with the Commissioners.

MOTION: Made by Commissioner Fiorito to refer to Building and Maintenance Committee and the Budget and Finance Committee for review.

Seconded by: Commissioner Donovan.

All in favor; Motion carried.

Brian Archibald approached the Board. He reviewed the trails and presented a map of ther area from the City of Bristol GIS site. On the right side of the pond in the upper level can be the skills area. This map is a much more accurate of the proposed trail. The drawn area is one mile. Crossing the road is two directional. Skills area will be installed in two (2) phases.

Mr. Wilson would like to see traffic signs installed. This needs to be presented to the Bristol Police Traffic Division for their recommendations. The Mayor will contact the Fire Chief.

Motion by Commissioner Fiorito to refer the bike path plan to the Bristol Police Traffic Division for the traffic crossings.

Seconded by: Commissioner O'Keefe.

All in favor, Motion carried.

MOTION: Made by Commissioner Donovan to refer to Corp Counsel.

Seconded by: Commissioner Fiorito.

All in favor, Motion carried.

MOTION: Made by Commissioner Fiorito to refer the pump track (Phase 2) conceptual plan to Building and Maintenance Committee.

Seconded by: Commissioner Donovan.

All in favor, Motion carried.

Mr. James Burke is not in favor of the bike path as it's too close to his property. He does not have a fence; however, does have the woods as a tree boarder. The loop that comes close to his property is 20' below his property line.

This conversation will continue with Building and Maintenance Committee.

#### **4) Superintendent's Report:**

##### **A. Superintendent's verbal report**

Dr. Medeiros stated his verbal report.

No motion made

##### **B. Vandalism Report**

Robert Lincoln stated the Page Park roof vent was damaged and it has been fixed by the crew.

No motion made.

##### **C. Financial Report**

MOTION: Made by Commissioner Fiorito to accept the financial report as presented and place on file.

Seconded by: Commissioner O'Keefe.

All in favor. Motion passed.

#### **5) Old Business**

##### **A. Page Park Pool Updates**

Michael Fortuna from TLB Architects approached the Board to update the Commissioners on the progress with the pool proposal. Some highlights are as follows:

- Sewage septic system may need to be modified to discharge to Moody Street.
- The current pool building will not be used to access the pool as future access will be at the lower level.
- Locker rooms will be totally removed and all gutted. Plumbing modifications will need to take place.
- All decks and tunnels will be removed in order to have proper drainage.
- Provided slides of the proposed swimming pool.

Gary Guimmond of Richter & Cegan Landscapes Architects approached the Board and provided a proposed site plan in order to accommodate handicap parking lot and keep the current parking lot. There will be an accessible walking path from the proposed handicap lot to access the pool. A drop off area on the roadway will also allow for deliveries. Mayor Zoppo-Sassu suggested placing the U.S. flag within the grassy bump out area. Next meeting will be proposing features and costs to determine if it's within the budget.

MOTION: Made by Commissioner Fiorito to accept the verbal report as presented and place on file.  
Seconded by: Commissioner Bogdanski.  
All in favor. Motion passed.

B. Budget & Finance Committee is submitting the banner application and fee schedule for review and approval by the Board.

Commissioner Fiorito explained the banner application form and fee structure. Non profit fee will be \$50 and profit organizations are \$100. The dimensions of the banners will be no higher than 3' and no wider than 10'. Will have a maximum of time of two (2) weeks. This new policy will be effective on 02-21-19.

MOTION: Made by Commissioner Bogdanski to accept the banner application along with the fee schedule and approve as submitted and place on file.  
Seconded by: Commissioner Donovan.  
All in favor. Motion passed.

C. Budget & Finance Committee is submitting the facility/field applications form and fee structure, and fee schedule to review and approve by the Board.

Commissioner Fiorito explained the form in great detail and the priority levels. Non profit fee structure is still in committee for further discussion. The profit fee structure for profit organizations has been approved by the Committee.

MOTION: Made by Commissioner Fiorito to accept the facility/field applications and the fee structure and approve as submitted to place on file. This will be effective 03-01-19.  
Seconded by: Commissioner Bogdanski  
All in favor. Motion passed.

D. Pavilion Rental Rates.

Commissioner Fiorito discussed the fee schedule of \$25.00 for private residents to rent areas within the parks.

MOTION: Made by Commissioner Fiorito to approve the pavilion fee structure as submitted and place on file.  
Seconded by: Commissioner Bogdanski.  
All in favor. Motion passed.

E. Building and Maintenance Committee seeks approval of Drawing 1-2 for the Muzzy Field Parking. Commissioner Fiorito stated that the Engineering Department did submit to the Board proposed drawings for the parking at Muzzy Field.  
Motion to suggest to public works

MOTION: Made by Commissioner Fiorito to make a suggestion to Public Works that Drawing 1-2 is the preferred parking lot site plan for the Muzzy Field.  
Seconded by: Commissioner Holden.  
All in favor. Motion passed.

**6) New Business:**

**7) Other Business:**

**8) By Commissioners:**

Commissioner Fiorito discussed the Peck Park parking area. He stated that Rob Lincoln has received quotes in order to install a fence.

MOTION: Made by Commissioner Donovan to approve the gate at Peck Park.  
Seconded by Commissioner Holden  
All in favor. Motion passed.

**9) Adjourn:**

MOTION: Made by Commissioner Fiorito to adjourn at 7:35 p.m.  
Seconded by Commissioner Donovan.  
All in favor. Motion carried.

Respectfully submitted,

Lisa Wilson, Recording Secretary  
Board of Park Commissioners

FOR 2019 09

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017000 PARKS & RECREATION							
0017000 450103 POOL CHARGES	-203,500	-203,500	-140,721.50	-924.00	.00	-62,778.50	69.2%*
0017000 450105 SUMMER RECREATION P	-97,000	-97,000	-60,317.50	-60.00	.00	-36,682.50	62.2%*
0017000 450107 FALL/WINTER REC CHA	-29,000	-29,000	-21,691.00	-360.00	.00	-7,309.00	74.8%*
0017000 450311 MUZZY FIELD RENTALS	-14,500	-14,500	-9,228.00	.00	.00	-5,272.00	63.6%*
0017000 450321 RENTALS	-3,500	-3,500	-2,110.00	.00	.00	-1,390.00	60.3%*
0017000 450322 CONCESSION & MISC	-13,400	-13,400	-7,037.18	.00	.00	-6,362.82	52.5%*
0017000 450400 MISC CHARGES FOR SE	-300	-300	-151.73	.00	.00	-148.27	50.6%*
0017000 470021 CONTRIBUTIONS - PAR	0	0	-1,150.00	.00	.00	1,150.00	100.0%
0017000 480003 PARK TRUST FUNDS	-400,000	-400,000	-290,519.13	.00	.00	-109,480.87	72.6%*
0017000 480004 PARK TRUST GOODSSELL	-23,330	-23,330	-18,057.50	.00	.00	-5,272.50	77.4%*
0017000 514000 REGULAR WAGES & SAL	1,236,135	1,253,540	763,971.73	41,231.58	.00	489,568.27	60.9%
0017000 515100 OVERTIME WAGES & SA	104,365	104,365	93,864.95	4,367.04	.00	10,500.05	89.9%
0017000 515200 PARTTIME WAGES & SA	581,000	581,000	451,455.78	13,446.27	.00	129,544.22	77.7%
0017000 517000 OTHER WAGES	5,610	5,610	2,228.41	.00	.00	3,381.59	39.7%
0017000 518000 WORKERS' COMP SALAR	0	0	6,668.25	2,179.94	.00	-6,668.25	100.0%*
0017000 531000 PROFESSIONAL FEES &	31,000	31,000	22,769.99	2,626.53	4,534.05	3,695.96	88.1%
0017000 531010 GEESE MANAGEMENT	10,000	10,000	2,700.00	.00	7,300.00	.00	100.0%
0017000 541000 PUBLIC UTILITIES	122,000	122,000	85,303.91	1,186.80	33,944.24	2,751.85	97.7%
0017000 541100 WATER & SEWER CHARG	58,000	58,000	55,783.80	207.08	1,909.44	306.76	99.5%
0017000 542140 REFUSE	7,000	7,000	5,747.98	163.36	3,267.82	-2,015.80	128.8%*
0017000 543000 REPAIRS & MAINTENAN	90,000	90,000	46,049.92	247.50	43,614.21	335.87	99.6%
0017000 543100 MOTOR VEHICLE SERVI	15,000	15,000	12,350.91	63.47	372.94	2,276.15	84.8%
0017000 552100 INSURANCE	45,000	45,000	42,752.60	.00	.00	2,247.40	95.0%
0017000 553000 TELEPHONE	5,200	5,200	2,813.30	391.56	2,346.88	39.82	99.2%
0017000 553100 POSTAGE	500	500	306.87	.00	.00	193.13	61.4%
0017000 554000 TRAVEL REIMBURSEMEN	285	285	.00	.00	.00	285.00	.0%
0017000 555000 PRINTING & BINDING	100	100	.00	.00	.00	100.00	.0%
0017000 557700 ADVERTISING	5,000	5,000	18.59	.00	.00	4,981.41	.4%
0017000 561400 MAINT SUPPLIES & MA	117,000	117,000	54,528.08	1,686.82	45,885.07	16,586.85	85.8%
0017000 561800 PROGRAM SUPPLIES	42,000	42,000	25,107.20	.00	15,304.93	1,587.87	96.2%
0017000 562100 HEATING OIL	14,000	14,000	14,385.84	2,716.89	.00	-385.84	102.8%*
0017000 562200 NATURAL GAS	25,000	25,000	17,111.23	2,434.28	7,888.77	.00	100.0%
0017000 562600 MOTOR FUELS	22,000	22,000	15,431.92	.00	.00	6,568.08	70.1%
0017000 563000 MOTOR VEHICLE PARTS	20,000	20,000	15,884.30	669.19	3,815.20	300.50	98.5%
0017000 563100 TIRES	3,000	3,000	1,948.34	.00	651.66	400.00	86.7%
0017000 569000 OFFICE SUPPLIES	950	950	69.26	17.55	478.78	401.96	57.7%
0017000 570905 PARK SMALL EQUIPMEN	10,000	10,000	9,005.43	6.54	871.57	123.00	98.8%
0017000 581120 CONFERENCES & MEMBE	5,000	5,000	3,236.94	.00	521.00	1,242.06	75.2%
0017000 581200 VANDALISM	5,500	5,500	564.98	.00	967.42	3,967.60	27.9%
0017000 589100 VARIOUS EQUIPMENT &	0	126,776	43,564.21	11,443.40	11,679.21	71,532.58	43.6%
TOTAL PARKS & RECREATION	1,796,115	1,940,296	1,244,641.18	83,741.80	185,353.19	510,301.63	73.7%
TOTAL REVENUES	-784,530	-784,530	-550,983.54	-1,344.00	.00	-233,546.46	
TOTAL EXPENSES	2,580,645	2,724,826	1,795,624.72	85,085.80	185,353.19	743,848.09	

03/15/2019 15:46  
LisaWilson

CITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORT

P 2  
glytdbud

FOR 2019 09

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
001 GENERAL FUND	APPROP	BUDGET				BUDGET	USED

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PRIOR FUND BALANCE				29,203,119.59			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				29,846,700.05			
REVISED FUND BALANCE				59,049,819.64			



FOR 2019 09

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,796,115	1,940,296	1,244,641.18	83,741.80	185,353.19	510,301.63	73.7%

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

REPORT OPTIONS

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Sequence	Field #	Total	Page Break	
Sequence 1	1	N	Y	Year/Period: 2019/ 9
Sequence 2	9	Y	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: Y

Report title:  
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F  
Print MTD Version: Y  
Print Revenues-Version headings: N  
Format type: 1  
Print revenue budgets as zero: N  
Include Fund Balance: Y  
Include requisition amount: N  
Multiyear view: D

Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2019/ 1  
To Yr/Per: 2019/ 7  
Include budget entries: Y  
Incl encumb/liq entries: Y  
Sort by JE # or PO #: J  
Detail format option: 1

Find Criteria

Field Name	Field Value
Org	0017000
Object	
Project	
Rollup code	
Account type	
Account status	



**Parks and Recreation Superintendent Report**  
 Board of Park Commissioners  
 (March 20, 2019)

**I. Project Updates (as of 3/15/2019)**

<b>Project</b>	<b>Progress/Status</b>	<b>Anticipated Completion</b>
Page Park Pool Design	Design work continues. Team met to review the approach to sanitary sewer at Page Park. Current plan will be to install a pump station at the pool and then a gravity line to the sanitary sewer in Moody Street	Design Phase completed for May 2019. Construction documents out to bid afterwards. Construction beginning fall 2019 with an anticipated completion prior to summer 2020 opening.
Dump/Plow Truck	Bids were received with the lowest being \$186,000 (\$175,000 was approved for the project). After consultation with staff it was determined some specs could be changed to help reduce the cost. Due to the change the bid was re-issued closing on March 26.	Bids will be opened at the end of March. Contract will be awarded. Trucks may take up to 6 months for delivery. Pending any issues the truck should arrive in the fall in time for the winter 2019 season.
Page Park Rain Garden	A meeting has been scheduled with Aimee Petras, Education & Outreach Coordinator with the Farmington River Watershed Association to discuss next steps and coordinate a plan.	Work will begin the first week of May (pending weather). A ribbon cutting event will be scheduled to celebrate the garden.
Rockwell Bike Trails	Design conceptually approved by the Parks Board. Volunteers are seeking input regarding traffic crossing through the Police Commission. Additionally, they are preparing a more detailed plan for the pump track and skills area which will include estimated financials and placement recommendations.	TBD Spring/Summer 2019

## II. Parks, Grounds and Facilities Division Highlights

- The Parks Crew have been engaged in snow operations throughout the month of February. In addition they have actively been cleaning and reorganizing the Green Monster in preparation for refurbishment.
- Crew met 1-on-1 with the Superintendent and a follow-up workshop was scheduled to begin to work through division challenges.

### *Vandalism Updates*

Damage	Location/Date	Repair Progress/Update
Electrical Box-Gazebo	Memorial Boulevard- 2/26	Repaired
Federal Hill Back Rail	Federal Hill- 3/15	Repaired

### *Incident Reports*

Name/Subject	Location/Date	Update
Jim Ciccio injured hand with a snow blower	Rockwell Garage-3/4	J. Ciccio is currently out of work pending approvals from the doctors.

## III. Recreation & Events Division Highlights

- Planning and development of summer 2019 programs is on-going. Activities have officially been posted on the website and the brochure is out to production with an anticipated release date of March 22. Registration begins April 1<sup>st</sup> for Bristol residents.
- A successful February Vacation Camp was held over break with 75 campers in attendance. Registration for April Vacation Camp is on-going with 34 enrolled to date.
- Summer recruitment has begun with interviews being scheduled for late March to fill a small handful of vacancies.
- Annual grant applications have been submitted to support our USTA Tennis Program and Summer Literacy program.

Recreation & Event Measures	Feb 2018	Feb 2019
# of youth engaged in recreation programs	440	397
# of adults engaged in recreation programs	121	139
Total # of recreation programs running	56	57

*\*80% of program participants are Bristol residents*

*\*We've seen an 11% increase in the number of females participating in programs (Ratio of 61% male, 39% female compared to last year 78% male and 22% female).*

### Upcoming Recreation Special Events for April- Save the Date

- Attending Bristol Library's Pre-K Fair April 8, 9, 10<sup>th</sup>
- Spring Easter Gala- Saturday April 6<sup>th</sup> 10am-2pm at the Bristol Public Library
- Bringing Turtles Out of their Shells April 25<sup>th</sup> 5:30-7:00pm at the Page Park Pavilion
- 68<sup>th</sup> Annual Perry J. Spinelli Fishing Derby- Saturday April 27<sup>th</sup> 7am-10am at Page Park

#### IV. Aquatics Division Highlights

- The Aquatics Supervisor has been working with WAVE a new company working on drowning detection technology. The company has been out to DMAC to preview the equipment to aquatics professionals before it hits the market later this year.
- Plans are being finalized with Bristol Hospital to utilize DMAC for therapeutic recreation needs with clients for a rental fee.

<b>Aquatics Measures</b>	<b>Feb 2018</b>	<b>Feb 2019</b>
# of visits to the Dennis Malone Aquatics Center	1301	1089
# of Pool Memberships sold	9	9
# of youth learning to swim	312	315

#### Upcoming Aquatics Special Events for April- Save the Date

- Luau Float Night- Saturday April 13<sup>th</sup> 6-9pm at the Dennis Malone Aquatics Center