

Board of Park Commissioners
Wednesday, August 19, 2020 at 6:00 pm
Montessori School, 472 East Road, Bristol, CT 06010
Special Meeting Agenda

1. Call to order
2. Attendance
3. Acceptance of meeting minutes
 - a. July 15, 2020 regular meeting minutes draft
Documents:
Attachment A
4. Public participation
5. Employee/Volunteer Recognition
 - a. Introduction of Amry Shelby, Recreation Supervisor
 - b. Doug Trillo and the Parks Ground and Facilities crew for their work during Tropical Storm Isaias
6. Superintendent's Report
 - a. Superintendent's Report to the Board of Park Commissioners as of August 14, 2020
Documents:
Attachment B
 - b. August YTD 2020 department financials
Documents:
Attachment C
 - c. Approval of the 2020 Fiscal Year carry over requests and transfers
Documents:
Attachment D
7. Old business
 - a. Continued review and discussion of the Department Policies and Operations Manual
 - b. Muzzy Field Renovation Project update
 - c. Page Pool updates and budget review
 - d. By Commissioners
8. New business:
 - a. Robotics Club project proposal to restore Hoppers-Birge Pond Boardwalk
 - b. National Recreation & Parks Association, *Play and Youth Sports Grant* for the establishment of a bike pump park and gear shop at Rockwell Park.
 - c. By Commissioners
9. Committee reports
 - a. Events Committee
 - b. Building & Maintenance Committee

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- c. Budget & Finance Committee
 - d. City Council Liaison updates
10. Other business
- a. By Commissioners
11. Adjourn

Respectfully submitted,
Robin L. Klug, Board Secretary

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Special Meeting Minutes

1) Call to Order

- a. Chairwomen Zoppo-Sassu called the meeting at 6:01 p.m.

2) Attendance

Present: Mayor Ellen Zoppo-Sassu, Chairwoman
Sandra Bogdanski, Commissioner
Cynthia Donovan, Commissioner
Robert Fiorito, Vice Chair
Malcolm Huckaby, Commissioner
Robin Klug, Recording Secretary
Paula O'Keefe, Commissioner
Dr. Joshua Medeiros, Superintendent
Scott Rosado, Council Liaison
Amry Shelby, Recreation Supervisor

Absent: Robert Kalat, Commissioner

3) Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Fiorito to accept the July 15, 2020 meeting minutes. Seconded by: Commissioner Donovan, all in favor; motion carried.

4) Public Participation

- a. Paul Adorno representing Trilogy Challenge presented is request for a disc golf event to be held at Page Park. Discussion followed.
MOTION: Made by Commissioner Fiorito, the Parks Board of Commissioners accepted the Trilogy Challenge proposal at the direction of the Superintendent
Seconded by: Commissioner Donovan, all in favor; motion carried
- b. At their request, Robotics Club team members presented their project to fabricate and install permanent phone holders for photo taking at Hoppers-Birge Pond Boardwalk as part of Public Participation. Discussion followed.
MOTION: Made by Commissioner Fiorito to conceptually approve the Robotics Club's proposal and refer them to the Hoppers-Birge Pond Committee, Board of Education and pending approval move forward at the direction of the Superintendent.
Seconded by: Commissioner Donovan, all in favor; motion carried

5) Employee Recognition

- a. Amry Shelby, Recreation Supervisor was introduced, welcomed and addressed the Commission.
- b. Superintendent Medeiros acknowledged Doug Trillo for his leadership and flexibility. Doug and the Parks Maintainers did a phenomenal job mitigating the damage caused by Tropical Storm

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Isaias and were commended for going above and beyond in also working across departments to open roads.

6) Superintendent's Report

- a. Superintendent Medeiros reported: the Mayor's Pencil Hunt will take place August 22, 2020 with both in person and drive up options. Social distancing being maintained by controlled group size and staggered times by age group. There will be an event held at Brackett Park in recognition of International Opioid Overdose Awareness Day, discussion followed.

MOTION: Made by Commissioner Fiorito to accept and place the Superintendent's Report on file.

Seconded by: Commissioner Donovan, all in favor; motion carried.

- b. YTD Department Financials

MOTION: Made by Commissioner Fiorito to accept the June and July YTD Department Financials and place on file.

Seconded by: Commissioner Bogdanski, all in favor; motion carried.

7) Old Business

- a. **MOTION:** Made by Commissioner Fiorito, the Park users' fee schedules was referred Budget & Finance Committee for review.

Seconded by: Commissioner Donovan, all in favor; motion carried

- b. There was no action taken regarding the Muzzy Field Renovation.

- c. There was no action taken regarding the Page Pool Project and budget.

- d. By Commissioners:

i. Commission Donovan requested an update on the Eagle Scout Sign Project at Rockwell Park. Discussion followed.

ii. The issue of river damming went before the Police Commission and was referred to the Budget and Finance Committee.

8) New Business

- a. Superintendent Medeiros reported the Bristol Parks, Recreation, Youth and Community Services Department is awaiting a response the application for a NRPA Play & Youth Sports Grant to establish a bike pump park and gear shop at Rockwell Park.

- b. There was no new business brought forth by Commissioners.

9) Committee Reports:

- a. Events Committee: No report.
b. Building & Maintenance Committee: No report.
c. Budget & Finance Committee: No report.
d. City Council Liaison: No report.

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10) Other Business

- a. There was no other business brought forward by Commissioners.

10) Adjourn

- a. **MOTION:** Made by Commissioner Fiorito to adjourn at 7:43 p.m.
Seconded by: Commissioner O'Keefe, all in favor; motion passed.

Respectfully submitted,
Robin Klug, Recording Secretary
Board of Parks Commissioners

DRAFT



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Superintendent Report
Board of Park Commissioners
(September 16, 2020)

I. Project Updates (as of 9/11/2020)

Project	Progress/Status	Anticipated Completion
Page Park Pool Renovation	The project is nearing completion. Improper installation of sidewalks has caused a delay. The City is in negotiation with the vendor on an acceptable course of action. Finally, the pool will be filled shortly for final leakage testing once the concrete cracks have adequately sat.	TBA Fall 2020
Parks & Recreation Master Plan	Results of the statistically valid survey have been compiled. A preliminary discussion will be held at September Parks Board with a more in-depth review occurring in October. As results/findings are coming in we anticipate an increase in Park Board engagement on the plan.	Plan completed in late Fall 2020.
Pine Lake Enhancements	Once Fall Care is off and running, Recreation Supervisor Amry Shelby will be moving forward with Pine Lake projects in coordination with Public Works Engineering.	TBA early 2021
Muzzy Field Renovations	Contracts were awarded to RAD Sports (field work) and Shock Electric (LED lighting). Vendors are mobilizing and completing final paperwork. We anticipate work to begin shortly. A more formal schedule is anticipated soon.	Construction anticipated for Fall 2020 with stadium use resuming in spring/summer 2021
Page Pavilion Interior Renovations	EDM architecture and engineering firm will be providing the City conceptual sketches for various renovation options for the building. Programming staff will provide input and once a final design is selected the project will go out to bid.	Winter 2021
Mountain Bike Pump Park	A kick off meeting was held with Bike Bristol to discuss timeline and plans for the project. This includes finalizing park design, refining the budget and firming up fundraising strategies.	March 2021

II. Parks, Grounds and Facilities Division Highlights

- Crew has been prepping Muzzy for the renovation project. This includes removal of pitching mound and bullpen mounds, fixing brackets that were broken in the grand stand, and taking down nets. Additionally, several trees have needed to be removed in preparation for the new light installation.
- Tree removal and clean up continues from the storm. This includes Peck Park and trees in the river on the boulevard that required a crane to remove.
- Fall gardening work has commenced including cleaning out the beds at Brackett Park, the boulevard, Wilson’s Field and more. Final landscaping preparation has been completed around JT’s Memorial Bench.
- On-going general maintenance including mowing, trimming, ball field prep, indoor building cleaning, etc.

No Vandalism was reported this month.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
N/A	N/A	N/A

III. Recreation Division Highlights

- Amry Shelby has been hired as the Recreation Supervisor for the department. Amry’s start date was August 3, 2020. He has been engaged in extensive planning and coordination of the Fall Cares program supporting Bristol Public Schools.
- The Mayor’s 3rd Annual Back to School Pencil Hunt was completed on August 22, 2020 and was successful. Despite some modifications due to COVID-19 the event received positive feedback and serviced approximately 350 youth.

Recreation & Event Measures	August 2019	August 2020
# of youth engaged in recreation programs	854	458*
# of adults engaged in recreation programs	217	62**
Total # of recreation programs running	18	13*

Additional Highlights by the numbers:

**Reduction in participation and number of programs due to COVID-19.*

*** Does not include all softball participants, only the team captains.*

IV. Aquatics Division Highlights

- Rockwell Park Pool closed for the season on Monday August 17, 2020. The facility is undergoing in-house end of season repairs and maintenance.
- DMAC did not shut down for the annual refurbishment due to work completed in the spring during the COVID-19 shutdown. The reservation system has been retired and patrons can come to the pool first come first served with a capacity limit of 30.
- High School swim teams began at the end of August. Teams are restricted to cohorts of 10 swimmers per CIAC. The Splash Recreational Swim team has 90 swimmers enrolled and are practicing in small groups. All meets are virtual at this time. The Splash Team and its coaches are officially certified as a USA Swimming program.
- The Learn to Swim Program has earned recognition from the American Red Cross as a “Gold Level” facility as a result of the amount of swim lessons offered to the community in comparison with other local towns/cities.

Aquatics Measures	August 2019	August 2020
# of visits to the Dennis Malone Aquatics Center	818	1113
# of Pool Memberships sold	82	63
# of youth learning to swim	362	125

V. Outreach, Marketing, and Event Highlights

- Erica Benoit has been hired as the Community Engagement Coordinator for the department. Erica’s start date was August 24, 2020. In her first three weeks Erica created the fall 2020 department brochure which was released electronically on 9/11/2020.
- Individual marketing meetings were held with Division Supervisors to discuss needs. Erica is coordinating a kick off monthly Marketing meeting with supervisors to help coordinate marketing and branding efforts across the department.
- Erica partnered with the United Way to represent the BPRYCS Department at the Farmers to Families program on Thursday evenings across from City Hall. The partnership aligns with our mission to create a healthy Bristol community.

Outreach, Marketing, and Event Measures	August 2019	August 2020
# of people reached via social media posts	N/A	25,107
# of people reached via Facebook events	N/A	32,364
# of partners tagged via social media	N/A	10

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Bristol Green Team	Sunday October 18, 2020	9:00-11:00am	Page Park