

Board of Park Commissioners
Wednesday, February 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 01-16-2019

Documents:

[PARKS MEETING MINUTES 01-16-2019 DRAFT.PDF](#)

3. Public Participation
4. Superintendent's Verbal Report

- A. Vandalism Report

Page Park gate has been heavily damaged along with the Page Park Pavilion roof and vent stacks.

- B. Financials 02-14-2019

Documents:

[FINANCIALS.PDF](#)

5. Old Business
 - A. Page Park Pool Updates
 - B. Budget & Finance Committee Is Submitting The Banner Application And Fee Schedule To Be Approved By The Board.
 - C. Budget & Finance Committee Seeks Approval From The Board For The Field Applications And Rate Structure.
 - D. Budget & Finance Committee Seeks Approval For The Pavilion Rental Rates.
 - E. Building And Maintenance Committee Seeks Approval Of Drawing A-2 For The Muzzy Field Parking.
6. New Business
7. Other Business
 - A. Letter From DEEP Regarding Kern Park

Documents:

[LETTER FROM DEEP.PDF](#)

8. Adjourn
9. Financials

Board of Park Commissioners
Wednesday, January 16, 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
Commissioner Robert Kalat
Jess Caetano, Recreation Coordinator
Jaimie Clout, Aquatic Supervisor
Robert Lincoln, Park Supervisor
Sarah Larson, Recreation Coordinator

Absent: Council Liaison, Joshua Medeiros

1) Call to order

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

2) Acceptance of minutes from December 19, 2018:

MOTION: Made by Commissioner Fiorito to approve the December 19, 2018 minutes as ammended
Seconded by: Commissioner Donovan
All in favor; Motion carried.

3) Public Participation:

Colonel Gregory Miller approached the Board explaining his objections to the mountain bike path for safety concerns for the elderly and people with dogs. The path is too close to the walking path.

Tom and Kathy Moody agrees with Colonel Gregory Miller.

MOTION: Made by Commissioner Fiorito to move item 6B to the top of the agenda.
Seconded by: Commissioner Donovan
All in favor; Motion carried

Mr. Brian Archibald approached the Commissioners. A buffer of approximately 15' will be established in order to avoid the walking path. Colonel Miller would like the path moved to the north side of the park and is proposing to park at Muzzy Field. Mr. Lincoln will maintain care of the walking path.

Mr. James Burke, a resident of Sherman Street approached the Commissioners is concerned about the proximity of the path to his backyard and about loosing the privacy. It's 20' off his property. Mr. Nicolas Parent of Mills Street is also concerned about the noise and privacy.

Mr. Archibald stated that there was a Special Meeting held with the Park Commissioners to inspect the one mile course. He is working with the Park Department and The Boys & Girls Clubs in order to establish programs. The concerns were erosion, cleanliness and neighbors buffer zones.

Commissioner Fiorito stated that people are not really against the proposal as mountain biking is now bringing the community together and believes it to be a positive concept.

Mr. Lance Archibald spoke to the Commissioners stating that he enjoys getting outside and using the courses at Session Woods and would like to ride locally.

There will be minimal interference with the walking path. It would be used when the bikers cross the path.

Mr. Archibald would like to see a temporary skill path area.

Mayor wants to keep this on the agenda and moved to Budget & finance and building and maintenance

MOTION made by Commissioner Fiorito to conceptually approve the concept of a mountain bike path in Rockwell Park subject to pending approvals and subject to further discussions with the appropriate departments such as wetland, engineering, police department and staff's approval.

Seconded by Commissioner Holden.

All in favor, motion passed.

Ray Rogozinski can support the Park Department and schedule the necessary survey. Committees will continue to meet. Boundries will need to be defined. Neighbors on Sherman, Mills, Putnam, Steele and Jacob will also be notified. Brian Wilson stated that Park staff is working on GIS plotting the proposed trail.

MOTION: Made by Commissioner Fiorito to move item 6A to the current agenda item.

Seconded by: Commissioner Donovan.

All in favor; Motion carried.

- A. Review of the Farmington River Watershed Association Rain Garden At Page Park and take any action as necessary.

Aimee Petras of the FRWA approached the Board regarding the rain garden at Page Park. A site review was held with the Commissioners. The FRWA is moving forward with ordering the plants. Discussion transpired as how the project will be facilitated between Parks, FRWA and Public Works.

Motion made by Commissioner Fiorito for final approval of the rain garden in Page Park.

Seconded by Commissioner Bogdanski

All in favor, Motion carried.

Motion made by Commissioner Fiorito to move agenda item 7A to the current location.

Seconded by Commissioner Donovan

All in favor, Motion carried.

Raymond Rogozinski, City Engineer and Nancy Levesque, Assistant Engineer, presented five (5) potential layouts relating to Muzzy Field and expanding parking. First concept is proposing 59 parking spaces. The 2nd is maxing out the lot to be 64 parking spaces while the 3rd layout requires more landscaping and has only 47 parking spaces. The 4th layout is proposing two (2) parking lots versus one. The 5th plan is an experiment angle parking.

MOTION: Made by Commissioner Fiorito to move this item to the Building and Maintenance Committee.

Seconded by: Commissionerr Kalat

All in favor, Motion carried.

MOTION: Made by Commissioner Fiorito to move agenda item 7B to the current location.
Seconded by: Commissionerr Kalat
All in favor, Motion carried.

Ms. Levesque addressed the Commissioners regarding the parking at Peck Park. She provided two(2) proposals for additional parking. Forestville Little League provided a proposed layout. Mr. Rogozinki took their layout and refined it. The large tree in the back would need to be removed. A lot of this in question is on the Board of

MOTION: Made by Commissioner Fiorito to move the conceptual Peck Park parking plan submitted by Engineering to Building and Maintenance Committee.
Seconded by: Commissionerr Donovan.
All in favor, Motion carried.

4) Superintendent's Report:

A. Superintendent's verbal report

Rockwell maintenance building roofing has been complete. Windows have been ordered for DMAC. Seasonal staff applications are now coming in. There has been several trees down within the parks and the department as been cutting them up and bringing it to PW for the disposal. A policy should be developed regarding wood that's harvested and Mayor will reach out to Corp Counsel.

5) Financials

A. Financials

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.

B. Trust Withdrawals for December, 2018

MOTION: Made by Commissioner Fiorito to accept the trust withdrawals as presented and place on file.
Seconded by: Commissioner O'Keefe.
All in favor. Motion passed.

6) Old Business:

A. Review of the Farmington River Watershed Association Rain Garden At Page Park and take any action as necessary.

B. Review of Rockwell Park site walk for the proposed mountain bike trail and take any action as necessary.

7) New Business:

A. Muzzy Field Parking Lot Design Review and take any action as necessary.

- B. Peck Park Parking Lot Design review and take any action as necessary.
- C. Review fee structure for fields and banner requests and take any action as necessary.

Mr. Wilson explained the permit process in the past and the proposed pavilion rental rates and policy for the future.

Mrs. Caetano approached the Board regarding the installation of banners and would like to place restrictions on the banners and establish a fee. Modify the size of the banner, a cost to install and remove the banners and permitting only a two (2) week timeline. Establish a standard policy to have the banners picked up within 15 days; otherwise they will be disposed of.

Mr. Wilson discussed the new field request applications along with a proposed rate schedule. Mrs. Caetano informed the Board that the field request forms can be completed online. Mrs. Caetano explained in detail the fee structure that was in the past and the proposed fee schedule for the future. Muzzy Field will be reviewed in the near future.

MOTION: Made by Commissioner Fiorito to refer to Budget and Finance Committee.
Seconded by: Commissioner Bogdanski.
All in favor. Motion passed.

- D. By Commissioners:

Commissioner Fiorito received a request from the Hoppers Committee for financial funding in order to present a presentation at Rockwell Park for a snapping turtle presentation in April/May. The Mayor would like to ask the Park Board to waive any rates associated with this event.

MOTION: Made by Commissioner Fiorito to approve the presentation and sponsor the event up to \$300 and waive any fees associated with the event.
Seconded by: Commissioner O'Keefe.
All in favor. Motion passed.

The Mayor inquired about the Legion's final payment.

8. **Other Business:**

- A. Review of the 2019/2020 budget.

Commissioner Fiorito indicated a Budget & Finance Committee held a meeting and discussed the budget in great detail.

MOTION: Made by Commissioner Fiorito to approve the 2019/2020 year budget as presented.
Seconded by: Commissioner Kalat.
All in favor. Motion passed.

The Mayor stated that once a meeting is adjourned, it's adjourned. A continued meeting with staff after the meeting is a violation of FOI and business cannot be conducted.

Adjourn:

MOTION: Made by Commissioner Fiorito to adjourn at 8:15 p.m.
Seconded by Commissioner Donovan.
All in favor. Motion carried.

Respectfully submitted,
KEEP Cindy involved for the building & meeting.

Lisa Wilson, Recording Secretary
Board of Park Commissioners

DRAFT

FOR 2019 08

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	-136,792.50	-592.00	.00	-66,707.50	67.2%*
0017000 450105 SUMMER RECREATION P	-97,000	-97,000	-60,017.50	.00	.00	-36,982.50	61.9%*
0017000 450107 FALL/WINTER REC CHA	-29,000	-29,000	-17,791.00	-735.00	.00	-11,209.00	61.3%*
0017000 450311 MUZZY FIELD RENTALS	-14,500	-14,500	-8,778.00	.00	.00	-5,722.00	60.5%*
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	-1,000.00	.00	.00	1,000.00	100.0%
0017000 480003 PARK TRUST FUNDS	-400,000	-400,000	-287,427.13	.00	.00	-112,572.87	71.9%*
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	684,293.63	37,123.37	.00	569,246.37	54.6%
0017000 515100 OVERTIME WAGES & SA	104,365	104,365	82,905.96	2,727.47	.00	21,459.04	79.4%
0017000 515200 PARTTIME WAGES & SA	581,000	581,000	421,398.97	14,633.05	.00	159,601.03	72.5%
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	2,308.37	2,308.37	.00	-2,308.37	100.0%*
0017000 531000 PROFESSIONAL FEES &	31,000	31,000	18,326.75	.00	5,212.00	7,461.25	75.9%
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	78,259.11	1,112.97	40,989.04	2,751.85	97.7%
0017000 541100 WATER & SEWER CHARG	58,000	58,000	55,576.72	2,078.19	2,116.52	306.76	99.5%
0017000 542140 REFUSE	7,000	7,000	4,520.42	205.13	3,431.18	-951.60	113.6%*
0017000 543000 REPAIRS & MAINTENAN	90,000	90,000	39,213.59	3,713.76	46,835.74	3,950.67	95.6%
0017000 543100 MOTOR VEHICLE SERVI	15,000	15,000	11,470.20	.00	1,253.65	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	2,128.18	.00	3,032.00	39.82	99.2%
0017000 553100 POSTAGE	500	500	240.11	.00	.00	259.89	48.0%
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	51,833.73	3,209.74	48,579.42	16,586.85	85.8%
0017000 561800 PROGRAM SUPPLIES	42,000	42,000	24,896.35	3,260.79	15,660.56	1,443.09	96.6%
0017000 562100 HEATING OIL	14,000	14,000	9,849.82	2,526.07	4,150.18	.00	100.0%
0017000 562200 NATURAL GAS	25,000	25,000	11,865.22	48.20	13,134.78	.00	100.0%
0017000 562600 MOTOR FUELS	22,000	22,000	13,289.79	.00	.00	8,710.21	60.4%
0017000 563000 MOTOR VEHICLE PARTS	20,000	20,000	13,718.63	437.30	5,627.08	654.29	96.7%
0017000 563100 TIRES	3,000	3,000	1,948.34	.00	651.66	400.00	86.7%
0017000 569000 OFFICE SUPPLIES	950	950	51.71	.00	496.33	401.96	57.7%
0017000 570905 PARK SMALL EQUIPMEN	10,000	10,000	8,920.92	.00	956.08	123.00	98.8%
0017000 581120 CONFERENCES & MEMBE	5,000	5,000	3,236.94	60.00	521.00	1,242.06	75.2%
0017000 581200 VANDALISM	5,500	5,500	564.98	.00	622.72	4,312.30	21.6%
0017000 589100 VARIOUS EQUIPMENT &	0	126,776	19,444.80	824.95	31,361.77	75,969.43	40.1%
TOTAL PARKS & RECREATION	1,796,115	1,940,296	1,068,800.30	72,942.36	231,931.71	639,563.99	67.0%
TOTAL REVENUES	-784,530	-784,530	-539,162.54	-1,327.00	.00	-245,367.46	
TOTAL EXPENSES	2,580,645	2,724,826	1,607,962.84	74,269.36	231,931.71	884,931.45	

02/14/2019 16:44
LisaWilson

CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2019 08

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

PRIOR FUND BALANCE				29,203,119.59			
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES				34,852,150.70			
REVISED FUND BALANCE				64,055,270.29			

FOR 2019 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,796,115	1,940,296	1,068,800.30	72,942.36	231,931.71	639,563.99	67.0%

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

REPORT OPTIONS

Sequence	Field #	Total	Page Break	
Sequence 1	1	N	Y	Year/Period: 2019/ 8
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	



December 14, 2018

To : Bristol Parks Department and Kern Park Association

From; Peter Picone, DEEP Wildlife Biologist , DEEP Bureau of Natural Resources, Wildlife Division, Sessions Woods WMA , PO BOX 1550 , Burlington, CT 06013

Re: Kern Park Field Walk/Observations on November 14, 2018

On November 14, 2018, I conducted a field walk of Kern Park with Bristol town park officials Brian Wilson, Robert Lincoln (Bristol Public Works), Bob Fiorito (Bristol Parks Commissioner); Kern Park Association members: Paul Campbell, Mary Rydingsward, and Richard Johnson.

Observations:

Kern Park is comprised of 22 acre open space property in an urbanizing city. It is predominantly a mixed deciduous forest with a notable patch of evergreen habitat comprised of white pines and an inland wetland complex. I observed the following wildlife on the walk: red-tailed hawk, gray squirrel, black-capped chickadee, tufted titmouse, northern cardinal, and bluejay. Local resident Paul Campbell indicated that he has, in the past, observed bobcat, coyote, grey fox , deer, screech owl, snapping turtle, green frog and spring peeper at Kern Park and adjoining house lots. The forest has typical eastern deciduous forest composition with noted tree species such as shagbark hickory (*Carya ovata*) and white oak (*Quercus alba*) with an understory of witchhazel (*Hamamelis virginiana*). Old field species can also be found such as Red cedar (*Juniperus virginiana*). Invasive non-native vegetation observed on the property includes Norway Maple (*Acer platanoides*), Tree of Heaven (*Ailanthus altissima*), Autumn Olive (*Elaeagnus umbellata*), Burningbush (*Euonymus alata*), Japanese barberry

(*Berberis thunbergii*) and Japanese Knotweed (*Fallopia japonica*) are displacing native vegetation on the property.

The wetland complex has typical inland wetland species mix including Red Maple (*Acer rubrum*), and Silky dogwood (*Acer amomum*). This wetland appears to be an important flood storage/flood attenuation attributes. It also, most likely, has importance for local populations of reptiles and amphibians.

Relative importance of Kern Park to Bristol's future forest conditions

In examining the relative importance of this 22 acre open space property to the City of Bristol's land base, one should look at the loss of forest habitat between 1985 and 2015 (data from <http://clear.uconn.edu/projects/landscape/index.htm>). Table 1 depicts the loss of forest and agricultural fields and the addition of turf and grasses that Bristol experienced.

As the change in land use/cover increases over the next several decades, the land available to protect for open space will be diminished. Parcels such as Kern Park currently in reserve will increase in value as time goes on.

Habitat Management/Enhancement Opportunities

Meadow Creation:

- Remove tennis court surface and restore with topsoil
- Plant native wildflowers and grasses (Northeast Pollinator Seed Mix at Ernst Seed Company at https://www.ernstseed.com/my-project-planner/create-a-project/?wl_return_to=55433#. DEEP Wildlife Division can provide a trax planter no till seeder and tractor to plant native seeds once ground is ready (town would have to get the ground conditions ready).

Invasive Plant Management

- Control/manage invasives on the property
 - Invasive non-native Norway Maple (*Acer platanoides*) cut trees and paint Brush-B-Gone (Triclopyr) on cut stump to prevent sprouting. Sell the cordwood? Pull up small saplings by hand.

- **Invasive Autumn olive (*Eleaegnus umbellata*)** cut main stem and paint on Brush-B-Gone on cut stump

-**Invasive Tree of Heaven (*Ailanthus altissima*)** cut and paint Brush-B-Gone on cut stump.

-**Invasive Japanese Barberry (*Berberis thunbergii*)** Cut using loppers or brush cutter and paint Brush-B-Gone on cut stems.

-**Invasive Japanese Knotweed (*Fallopia japonica*)** cut stems using brush cutter or hand cut using loppers and treat stems with Brush-B-Gone late summer (August 1st to August 31st). May take 3 years to accomplish control.

(More information about invasive plant management is available upon request from DEEP Wildlife Division Habitat Management Program Biologist Peter Picone)

Put up nest boxes for a Nesting Birds

- Screech owl – place screech owl nesting box in tree or tall post (building plans are available upon request)
- Eastern Bluebird/House Wren/Chickadee – place nest box on post with predator guard . Go to https://www.ct.gov/deep////////cwp/view.asp?q=325966&deepNav_GID=1655 for building plans or contact Peter Picone at peter.picone@ct.gov .

	1985	2015
Forest:	6885 ac	5886 ac
Ag. field:	712 ac	536 ac
Turf & grass:	2085 ac	2339 ac
Developed:	6441 ac	7563 ac

Table 1. Change in land cover in Bristol, CT from 1985 to 2015. (UCONN CLEAR, 2018)

Discussion

Kern Park provides Bristol a unique and important natural environment intertwined with suburban/urban development. It provides habitat for a variety of wildlife species and has the potential to be enhanced for greater biological diversity as outlined above. With urbanization and loss of habitat being a continuous factor in the coming years, Kern Park will become more and more valuable as a natural habitat where citizens of Bristol can enjoy.

Potential habitat management and enhancement activities were highlighted in this report that local conservation-minded individuals/groups could implement on the property if town officials would allow. I would suggest that a committee is formed to create ten-year management plan for the property with goals and objectives so that habitat enhancements can be implemented and monitored for progress.

I can provide further technical assistance through my office at DEEP Wildlife Division's Sessions Woods Wildlife Management Area. I can assist Kern Park committee volunteers in creating the 10 year management plan and also provide technical assistance in the phases of implementing habitat enhancements at Kern Park (For example: provide technical advice/assistance on various habitat improvement practices such as invasive plant management, planting and seeding of native plants, and nest box placement).

My contact information is Peter Picone , DEEP Wildlife Division, PO BOX 1550, Burlington, CT 06013 tel,. 860-424-3032 email peter.picone@ct.gov.