

Board of Park Commissioners
Wednesday, June 17, 2020 at 6:00 pm
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT/WEBEX
Agenda

1. Call to order
2. Acceptance of meeting minutes
 - a. May 20, 2020 regular meeting minutes draft
Documents:
Attachment A
3. Public participation
4. Employee/Volunteer Recognition
 - a. Dave Anderson, Clerk of the Works for Page Pool Project
 - b. Aly Phelan, spreading positivity through Instagram
 - c. Aubrey Minkler, selected as Community Services Coordinator
5. Superintendent's Report
 - a. Superintendent's Report to the Board of Park Commissioners as of June 12, 2020
Documents:
Attachment B
 - b. May 2020 department financials
Documents:
Attachment C
6. Old business
 - a. Financial Assistance Updates
 - b. Discussion on Muzzy Field project timelines and closure considerations
 - c. By Commissioners
7. New business:
 - a. Establish a sub-committee to begin the annual review process for the Department Policies and Procedures Manual
 - b. Review and react to the initial themes and findings of the Parks, Recreation, Youth and Community Services Master Plan
 - c. By Commissioners
8. Committee reports
 - a. Events Committee
 - b. Building & Maintenance Committee
 - c. Budget & Finance Committee
 - d. City Council Liaison updates
9. Other business
 - a. By Commissioners

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Agenda

10. Adjourn

Respectfully submitted,
Robin L. Klug, Board Secretary

Board of Parks Commissioners

Hosted by Parks and Recreation

Wednesday, Jun 17, 2020 6:00 pm | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 132 023 8345

Password: R5rMT8ZJdj5

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Board of Park Commissioners
Wednesday, May 20, 2020 at 6:00 pm
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT/WEBEX
Meeting Minutes

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

Absent:

1) Call to Order

- a. Chairwomen Zoppo-Sassu called the meeting at 6:06 p.m.

2) Acceptance of meeting minutes

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

3) Public Participation

- a. There was no public participation

4) Employee Recognition

- a. Deputy Superintendent Sarah Larson was recognized for her quick thinking, and heroism in administering lifesaving Narcan after observing a motorist become unresponsive on Riverside Avenue on May 14, 2020.

5) Superintendent's Report

- a. Dr. Medeiros gave report including that Page Pool construction will resume, Banton Construction is to provide a revised timeline for project completion, and the Pine Lake Adventure Park's remediation plan has been postponed.
- b. **MOTION:** Made by Commissioner Fiorito to accept the report and place on file.
Seconded by: Commissioner Kalat, all in favor; motion carried.
- c. May Financials 2020
MOTION: Made by Commissioner Donovan to accept the May department financials and place on file.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

6) Old Business

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- a. New steps taken by the Department to ensure emergency preparedness were reported. Discussion followed.
- b. Commissioner Kalat and the Board thanked Superintendent Medeiros and Robert Lincoln for their efforts to relocate the Wilson Monument.

7) New Business

- a. Daren Carroll September 30th 2019 – September 30th 2021 ice cream vending contract
MOTION: Made by Commissioner Fiorito to refund Mr. Carroll \$180.00 due to lost revenue in the months of March, April, and May, due to the impact of COVID-19.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- b. Superintendent's Requests
 - i. **MOTION:** Made by Commissioner Fiorito to amend the contract with Bristol Blues stating they will not use Muzzy Field, have rights to concessions or be obligated to pay as per their contract for the summer of 2020. Their contract obligations, concession rights and field usage to resume as of 2021, with 2021 being counted as year four.
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
 - ii. Updates were given on the status of closing Muzzy Field for the 2020 season. Discussion followed.
 - iii. **MOTION:** Made by Commissioner Fiorito to close the Pine Lake Adventure Park for the summer of 2020 and reopen in late winter or early spring of 2021.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- c. Senior Night
MOTION: Made by Commissioner Fiorito to re-open Memorial Boulevard on May 26, 2020 and close it for Senior Nights on 06/8/2020 and 06/9/2020.
Seconded by: Commissioner O'Keefe, all in favor; motion carried.
- d. Due to COVID-19 the Youth Services division is to use Y.S.B. Grant funding to provide financial aid to families, no action required.
- e. There was discussion regarding collaboration with Bristol Police to stop the illegal use of Roberts Park Property by people on off-road motorcycles and A.T.V.s.
- f. R.F.P. for Stocks Playground Concession Contract Expiring June 2020
MOTION: Made by Commissioner Fiorito to extend the contract with Steve's Top Dogs for three years.
Seconded by: Commissioner Kalat, all in favor; motion carried.
- g. Commissioner Bogdanski queried the Board regarding the summer 2020 plan for the Pop-Up Parks initiative. Discussion followed.

8) Committee Reports:

- a. Events Committee: No report.
- b. Building & Maintenance Committee:
 - i. Commissioner Kalat gave report on the April 23, 2020 meeting.

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- ii. **MOTION:** Made by Commissioner Fiorito the motions passed by the Building and Maintenance Committee were accepted by the full committee.
Seconded by: Commissioner Kalat, all in favor; motion carried.
- iii. Budget & Finance Committee: No report.
- iv. City Council Liaison Updates: No report.

9) Other Business

- a. There was no other business to come before the Commission.

10) Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn at 7:20 p.m.
Seconded by: Commissioner Bogdanski, all in favor; motion passed.

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

DRAFT



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

ATTACHMENT B

Superintendent Report
Board of Park Commissioners
(June 17, 2020)

I. Project Updates (as of 6/12/2020)

Project	Progress/Status	Anticipated Completion
Page Park Pool Renovation	The gutter installer returned to the pool with the phase 1 re-opening of the state. Gutter work is complete. Deck work, indoor painting and other progress continues.	August TBD: Delayed due to COVID-19 and gutter installer. If feasible we may consider a soft opening late summer through Labor Day.
Parks & Recreation Master Plan	The stakeholder interviews have been completed and an early draft of themes has been produced. Site analysis of the parks is also nearly complete. Activitas/Pros Consulting is developing a statistically valid survey as the next phase of the project.	Plan completed in Fall 2020.
Superior Electric Pine Lake Remediation	ERM is beginning a media communications campaign to let the public know what they are doing at the site. They are mobilizing their team to begin remediation work shortly.	Fall 2020 (with further testing for several years upon completion of the remediation).
Dennis Malone Aquatics Center Enhancements	UV Sanitation system has been installed in the facility. The Fire Alarm replacement panels are beginning shortly. Locker room renovations are underway and expected to be completed in advance of our tentative re-opening.	Tentative June 20, 2020
Pine Lake Enhancements	Public Works Engineering Department is finalizing design work for the bus turnaround/parking as well as a site plan for the prefabricated bathrooms. We anticipate going out to bid for the prefabricated bathrooms shortly.	Summer 2020
Muzzy Field Renovations	To Design has been hired to complete construction/design documents for Muzzy Field and the light replacements. We are working closely with the Purchasing Agent.	TBD
Page Pavilion Interior Renovations	Contractor met on site 6/5 to review scope and discuss plans for creating specs for the RFP. Will be having architects review and put together a scope.	Winter 2020. In anticipation of using the space for summer camp we expect this project to begin Fall/Winter timeframe.

II. Parks, Grounds and Facilities Division Highlights

- Two official Roberts Property Park signs have been installed. Replacing the old yellow city sign.
- The crew worked diligently on aesthetics for the Veterans Memorial Boulevard for Senior Nights on the Boulevard event.

Vandalism Updates

Damage	Location/Date	Repair Progress/Update
Graffiti	Old stage at Page Park ski hill	In Progress
Broken Fence Posts	Ingraham Field	Repaired
Ripped down signs	Rockwell Park	Signs were not replaced at this time as we are approaching re-opening

III. Recreation Division Highlights

- Retiree golf league has begun at full capacity and a waitlist has been set-up due to restriction on the number of carts available. Since Pequabuck Golf Course was open this program was not cancelled.
- The recreation division will be operating 4 camps at 6 locations across the city this summer: Page Ski Lodge, Page Pavilion, Rockwell Pavilion, Rockwell Boathouse, Bristol Eastern High and Bristol Central High. Additional locations are being considered in the event of an increased need.
- All protective equipment has been ordered and almost all supplies are ready for the program to begin.
- Camp staff is in place to meet current needs but recruitment is on-going in case of increased need.

Recreation & Event Measures	May 2019	May 2020
# of youth engaged in recreation programs	176	0
# of adults engaged in recreation programs	255	0
Total # of recreation programs running	28	0

Highlights:

- The recreation division has begun reducing virtual content as we transition back to in-person activities. We are currently still offering 8 virtual program but they are slated to end on June 20th.
- Summer Concerts have been cancelled for 2020 but will be replaced with Movies on Main, drive up movies on the lot near Main Street. Program details are being developed.

IV. Aquatics Division Highlights

- The facility remains closed to the public but full time staff continue to work on deferred maintenance projects and new capital projects including the locker-room renovations and UV system installation. See project updates for status.
- New operations and guidelines are being developed for a modified summer in light of COVID-19. Staff are working to have Rockwell Pool and the Dennis Malone Aquatics Center re-opened in a limited capacity starting Saturday June 27, 2020.

Aquatics Measures	May 2019	May 2020
# of visits to the Dennis Malone Aquatics Center	1,583	0
# of Pool Memberships sold	31	0
# of youth learning to swim	60	0

ATTACHMENT C

06/12/2020 10:55
RobinKlug

CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

ACCOUNTS FOR: 0017021 PARKS ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
480003 PARK TRUST FUNDS	-400,000	-400,000	-415,536.07	.00	.00	15,536.07	103.9%
480004 PARK TRUST GOODSSELL INCOME	-23,330	-23,330	-24,970.00	.00	.00	1,640.00	107.0%
514000 REGULAR WAGES & SALARIES	167,960	265,889	233,901.08	10,250.96	.00	31,987.92	88.0%
515100 OVERTIME WAGES & SALARIES	3,000	4,000	3,292.14	98.00	.00	707.86	82.3%
515200 PARTTIME WAGES & SALARIES	6,300	6,300	5,391.32	.00	.00	908.68	85.6%
517000 OTHER WAGES	3,000	3,000	.00	.00	.00	3,000.00	.0%
517000 LIABILITY INSURANCE	45,000	45,000	43,701.88	.00	.00	1,298.12	97.1%
553000 TELEPHONE	5,500	5,500	3,321.68	294.76	1,826.06	352.26	93.6%
553100 POSTAGE	500	500	216.15	.00	.00	283.85	43.2%
554000 TRAVEL REIMBURSEMENT	500	400	274.37	.00	.00	125.63	68.6%
555000 PRINTING & BINDING	100	225	225.00	.00	.00	.00	100.0%
557700 ADVERTISING	500	50	.00	.00	.00	50.00	.0%
561800 PROGRAM SUPPLIES	2,000	1,875	1,761.14	350.00	46.34	67.52	96.4%
569000 OFFICE SUPPLIES	950	950	928.85	.00	.00	21.15	97.8%
581120 CONFERENCES & MEMBERSHIPS	3,000	3,100	3,080.86	.00	.00	19.14	99.4%
589100 MISCELLANEOUS	0	180,889	73,998.94	.00	23,691.09	83,198.97	54.0%
TOTAL PARKS ADMINISTRATION	-185,020	94,348	-70,412.66	10,993.72	25,563.49	139,197.17	-47.5%
TOTAL REVENUES	-423,330	-423,330	-440,506.07	.00	.00	17,176.07	
TOTAL EXPENSES	238,310	517,678	370,093.41	10,993.72	25,563.49	122,021.10	

FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

ACCOUNTS FOR: 0017022 PARKS GROUNDS & FACILITIES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450311 MUZZY FIELD RENTALS	-20,000	-20,000	-24,746.00	.00	.00	4,746.00	123.7%
450321 RENTALS	-3,500	-3,500	-6,682.37	.00	.00	3,182.37	190.9%
450322 CONCESSION & MISC	-13,500	-13,500	-3,563.56	.00	.00	-9,936.44	26.4%
450400 MISC CHARGES FOR SERVICES	-300	-300	-500.00	.00	.00	200.00	166.7%
514000 REGULAR WAGES & SALARIES	926,380	952,090	768,011.67	30,379.06	.00	184,078.33	80.7%
515100 OVERTIME WAGES & SALARIES	99,250	104,710	66,555.27	1,077.28	.00	38,154.73	63.6%
515200 PARTTIME WAGES & SALARIES	48,600	45,900	24,737.70	2,104.00	.00	21,162.30	53.9%
517000 OTHER WAGES	0	36	.00	.00	.00	36.00	.0%
518000 WORKERS' COMP SALARY	0	0	554.07	.00	.00	-554.07	100.0%
531010 GEESE MANAGEMENT	10,000	0	.00	.00	.00	.00	.0%
541000 PUBLIC UTILITIES	67,000	66,690	59,130.90	244.40	7,664.42	-105.32	100.2%
541100 WATER & SEWER CHARGES	40,000	47,510	43,659.68	2,347.87	3,850.23	.09	100.0%
542140 REFUSE	15,000	15,000	13,204.01	.00	1,446.79	349.20	97.7%
543000 REPAIRS & MAINTENANCE	51,400	54,400	43,653.83	910.00	6,116.90	4,629.27	91.5%
543100 MOTOR VEHICLE SERVICE & REPAIR	15,000	15,000	12,541.54	.00	1,390.10	1,068.36	92.9%
561400 MAINT SUPPLIES & MATERIALS	92,000	90,000	80,786.55	12,809.44	12,456.26	-3,242.81	103.6%
562100 HEATING OIL	13,500	13,500	12,708.85	.00	791.15	.00	100.0%
562600 MOTOR FUELS	23,000	23,000	16,312.85	.00	.00	6,687.15	70.9%
563000 MOTOR VEHICLE PARTS	25,000	25,000	18,163.11	.00	5,900.93	935.96	96.3%
563100 TIRES	3,000	3,000	659.50	.00	.50	2,340.00	22.0%
570905 SMALL EQUIPMENT	10,000	14,000	8,340.98	.00	2,510.75	3,148.27	77.5%
581120 CONFERENCES & MEMBERSHIPS	2,000	4,000	3,709.42	.00	.00	290.58	92.7%
581200 VANDALISM	5,500	4,000	865.04	.00	834.96	2,300.00	42.5%
TOTAL PARKS GROUNDS & FACILITIES	1,409,330	1,440,536	1,138,103.04	49,872.05	42,962.99	259,469.97	82.0%
TOTAL REVENUES	-37,300	-37,300	-35,491.93	.00	.00	-1,808.07	
TOTAL EXPENSES	1,446,630	1,477,836	1,173,594.97	49,872.05	42,962.99	261,278.04	

FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

ACCOUNTS FOR: 0017023 RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450105 SUMMER RECREATION PROGRAM	-95,000	-95,000	-81,273.50	.00	.00	-13,726.50	85.6%
450107 FALL/WINTER REC CHARGES	-29,000	-29,000	-33,183.37	.00	.00	4,183.37	114.4%
514000 REGULAR WAGES & SALARIES	134,210	117,672	118,858.00	4,789.98	.00	-1,186.00	101.0%
515100 OVERTIME WAGES & SALARIES	3,000	3,000	1,775.55	.00	.00	1,224.45	59.2%
515200 PARTTIME WAGES & SALARIES	211,950	211,950	121,029.95	1,649.63	.00	90,920.05	57.1%
531000 PROFESSIONAL FEES & SERVICES	23,000	23,000	14,250.11	.00	2,310.00	6,439.89	72.0%
557700 ADVERTISING	9,000	9,450	9,450.00	.00	.00	49.99	100.0%
561800 PROGRAM SUPPLIES	33,000	31,500	13,693.27	.00	17,756.74	646.40	99.8%
581120 CONFERENCES & MEMBERSHIPS	1,000	2,500	1,318.60	.00	535.00	646.40	74.1%
TOTAL RECREATION	291,160	275,072	165,918.61	6,439.61	20,601.74	88,551.65	67.8%
TOTAL REVENUES	-124,000	-124,000	-114,456.87	.00	.00	-9,543.13	
TOTAL EXPENSES	415,160	399,072	280,375.48	6,439.61	20,601.74	98,094.78	

FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

ACCOUNTS FOR:
0017024 AQUATICS

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450103 POOL CHARGES	-203,500	-203,500	-159,440.25	.00	.00	-44,059.75	78.3%
514000 REGULAR WAGES & SALARIES	192,335	192,335	158,745.93	7,384.85	.00	33,589.07	82.5%
515100 OVERTIME WAGES & SALARIES	5,500	5,775	5,479.86	.00	.00	295.14	94.9%
515200 PARTTIME WAGES & SALARIES	324,880	324,880	270,854.19	2,033.65	.00	54,025.81	83.4%
531000 PROFESSIONAL FEES & SERVICES	8,000	8,200	8,118.75	.00	.00	81.25	99.0%
541000 PUBLIC UTILITIES	55,000	55,000	41,633.71	.00	12,366.29	1,000.00	98.2%
541100 WATER & SEWER CHARGES	20,000	20,000	14,738.77	1,727.24	5,261.23	.00	100.0%
543000 REPAIRS & MAINTENANCE	35,000	35,000	29,600.40	.00	3,066.94	2,332.66	93.3%
557700 ADVERTISING	500	500	.00	.00	.00	500.00	.0%
561400 MAINT SUPPLIES & MATERIALS	25,000	25,000	15,923.51	853.85	3,693.51	5,382.98	78.5%
561800 PROGRAM SUPPLIES	15,000	13,300	10,699.84	.00	1,465.00	1,135.16	91.5%
562100 HEATING OIL	1,500	1,500	.00	.00	.00	1,500.00	.0%
562200 NATURAL GAS	25,000	25,000	19,446.11	.00	788.52	4,765.37	80.9%
581120 CONFERENCES & MEMBERSHIPS	1,000	2,500	2,248.65	.00	.00	251.35	89.9%
TOTAL AQUATICS	505,215	505,490	418,049.47	11,999.59	26,641.49	60,799.04	88.0%
TOTAL REVENUES	-203,500	-203,500	-159,440.25	.00	.00	-44,059.75	
TOTAL EXPENSES	708,715	708,990	577,489.72	11,999.59	26,641.49	104,858.79	

ATTACHMENT C

06/12/2020 10:58
RobinKlug

CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 12

JOURNAL DETAIL 2020 1 TO 2020 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1321032 PINE LAKE CHALLENGE COURSE							
422004 CHALLENGE COURSE FEES	-150,390	-150,390	-18,390.00	.00	.00	-132,000.00	12.2%
460000 INTEREST INCOME	-500	-500	-273.38	.00	.00	-226.62	54.7%
515100 OVERTIME WAGES & SALARIES	985	985	473.49	.00	.00	511.51	48.1%
515300 SEASONAL WAGES	115,000	115,000	53,566.09	.00	.00	61,433.91	46.6%
531000 PROFESSIONAL FEES & SERVICES	20,000	20,000	4,792.00	.00	3,150.00	12,058.00	39.7%
543200 EQUIPMENT MAINTENANCE CONTR	6,750	6,750	1,999.01	.00	4,068.31	682.68	89.9%
553000 TELEPHONE	795	795	70.98	.00	509.02	215.00	73.0%
553100 POSTAGE	250	250	162.75	.00	.00	87.25	65.1%
555000 PRINTING & BINDING	500	500	898.18	.00	.00	-398.18	179.6%
561400 MAINT SUPPLIES & MATERIALS	1,000	1,000	105.50	.00	544.50	350.00	65.0%
561800 PROGRAM SUPPLIES	4,000	4,000	858.06	.00	741.94	2,400.00	40.0%
569000 OFFICE SUPPLIES	300	300	12.89	.00	285.00	2.11	99.3%
581135 SCHOOLING & EDUCATION	1,310	1,310	319.39	.00	.00	990.61	24.4%
TOTAL PINE LAKE CHALLENGE COURSE	0	0	44,594.96	.00	9,298.77	-53,893.73	100.0%
TOTAL REVENUES	-150,890	-150,890	-18,663.38	.00	.00	-132,226.62	
TOTAL EXPENSES	150,890	150,890	63,258.34	.00	9,298.77	78,332.89	