

Board of Park Commissioners  
Wednesday, February 19, 2020 at 6:00 p.m.  
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT

1. Call To Order

2. Acceptance Of Meeting Minutes

3. Public Participation

4. Employee Recognition

A. Employee / Volunteer Recognition:

- Dave McConnell, qualifying for Landscape Gardener
- Cody Lombardi selected as new Park Maintainer
- Steven Alvarez qualified for Skilled Utility Worker
- Stephen Bynum, passes probation for Youth & Community Services Supervisor
- Sarah Larson passes probation for the Deputy Superintendent position.
- Acknowledgement of former Park Commissioner James Dumont passing

5. Superintendent's Report

A. Superintendent's Report For February 2020

Documents:

[PARKS BOARD FEBRUARY 2020.PDF](#)

B. Financials

B.i. February 2020 Financials

Documents:

[FEBRUARY FINANCIALS 2020.PDF](#)

6. Old Business

A. FY20-21 Budget Updates

B. Smoking Prohibited In The Parks Ordinance Change

C. New Department Logo / Rebranding

D. By Commissioners

7. New Business

A. Presentation Of All Heart Pop-Up Parks From The Mayor's Youth Cabinet

B. Approval Of Car Show Event At Muzzy Field

B.i. NEXGEN Facility Use Request Form

Documents:

[NEXGEN FACILITY USE REQUEST FORM.PDF](#)

C. Approval Of The Partial Closure Of Memorial Boulevard On March 18, 2020 Night Before

Until Noon For A Monument Tour At 8 A.m. - 9 A.m. With French Exchange Students.

- D. Presentation From Mary Rydingsward, Pequabuck River Watershed Association On Kern Park Bio-Infiltration Project.
- E. Consider A Request From The Aquatics Supervisor To Reduce Non-Resident Day Passes To The Outdoor Pools.

Documents:

[NEW BUSINESS ITEM E.PDF](#)

F. By Commissioners

8. Committee Reports

A. Events Committee

A.i. Discussion On Re-Convening Planning Of The 100th Anniversary Of The Memorial Boulevard

B. Building & Maintenance Committee

C. Budget & Finance Committee

D. City Council Liaison Updates

D.i. Report And Discussion Of Memorial Boulevard Repaving / One Lane Project

9. Other Business

10. Adjourn



**Superintendent Report**  
Board of Park Commissioners  
(February 19, 2020)

**I. Project Updates (as of 2/14/2020)**

<b>Project</b>	<b>Progress/Status</b>	<b>Anticipated Completion</b>
Page Park Pool Renovation	The project continues to move forward with interior walls being constructed, plumbing and mechanical, electrical work and water stops in the pool. The mild winter allows for the work to continue without interruption.	June 2020. Grand re-opening ribbon cutting event TBD
Parks & Recreation Master Plan	A full day kick off meeting was held on 1/27 where the team reviewed the project timeline, conducted a SWOT analysis with supervisory staff and visited the parks. A bi-weekly meeting was established with the Superintendent to review progress on a regular basis. The team will be engaging in an in-depth analysis of existing parks and facilities as well as establishing a crowd-sourcing project website. Next steps will include setting dates for additional key interviews with stakeholders including Parks Board, a statistically valid needs assessment survey and public forums.	Plan completed in Fall 2020

**II. Parks, Grounds and Facilities Division Highlights**

- A number of changes have occurred in the parks division; Steve Alvarez qualified for Skilled Utility Worker, Dave McConnell is in the process of qualifying for Landscape Gardener and a new maintainer, Cody Lombardi joins the team.
- The crew is working on upgrading park picnic tables and replacing remaining outdated wooden signs. Staff are also in the process of seasonal touch ups at Muzzy Field stadium including painting floors, locker rooms, bathrooms, concession area, etc.
- The mild winter weather has allowed the parks crew to address outstanding leaf cleanup and curb repairs.
- Work continues at the Green Monster including installation of a new heater and repairing the garage door. The facility has become more usable for mechanical work, storage and fleet repairs.
- The new sound system is being installed at Muzzy Field and will be in place for the upcoming season. The system will address longstanding sound quality issues of the facility.

### III. Recreation Division Highlights

- Winter/Spring Registration opened on January 7<sup>th</sup> for residents and January 8<sup>th</sup> for non-residents. Over \$26,000 has been achieved in Fall/Winter program revenue accounting for 91% of revenue with only \$2,618 left to be collected to meet budget as of February 7<sup>th</sup>. At the end of February 2019 only \$21,331 had been collected.
- New programs include an adult volleyball league on Thursday nights, and a new infant/preschool music and movement class on Sundays.

<b>Recreation &amp; Event Measures</b>	<b>January 2019</b>	<b>January 2020</b>
# of youth engaged in recreation programs	269	287
# of adults engaged in recreation programs	224	203*
Total # of recreation programs running	21	21

Additional Highlights by the numbers:

173% increase in teen engagement from last year

1.8% increase in enrollment

### IV. Aquatics Division Highlights

- New programming and value is being added to the members which includes an intensive week-long swim lesson program, kid's stroke and fitness, Senior Set Back and Swim, Family Nights the first Saturday of the month, Teen Night's the last Friday of each month.
- Retail sales have been doing well with over 20 basic swim lessons packages sold (includes drawstring bag, goggles, and swim cap).

<b>Aquatics Measures</b>	<b>January 2019</b>	<b>January 2020</b>
# of visits to the Dennis Malone Aquatics Center	1,293	1,403
# of Pool Memberships sold	14	29
# of youth learning to swim	581	582

FOR 2020 13

ACCOUNTS FOR:  
 001 GENERAL FUND

0017021 PARKS ADMINISTRATION

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017021 480003 PARK TRUST FUNDS	-400,000	0	-400,000	-265,181.26	.00	-134,818.74	66.3%*
0017021 480004 PARK TRUST GOODS	-23,330	0	-23,330	-18,707.50	.00	-4,622.50	80.2%*
0017021 514000 REGULAR WAGES &	167,960	97,929	265,889	141,340.17	.00	124,548.83	53.2%
0017021 515100 OVERTIME WAGES &	3,000	1,000	4,000	2,270.15	.00	1,729.85	56.8%
0017021 515200 PARTTIME WAGES &	6,300	0	6,300	5,371.45	.00	928.55	85.3%
0017021 517000 OTHER WAGES	3,000	0	3,000	19.87	.00	2,980.13	.7%
0017021 552100 LIABILITY INSURA	45,000	0	45,000	43,701.88	.00	1,298.12	97.1%
0017021 553000 TELEPHONE	5,500	0	5,500	2,105.40	3,032.14	362.46	93.4%
0017021 553100 POSTAGE	500	0	500	81.15	.00	418.85	16.2%
0017021 554000 TRAVEL REIMBURSE	500	0	500	274.37	.00	225.63	54.9%
0017021 555000 PRINTING & BINDI	100	125	225	104.00	91.00	30.00	86.7%
0017021 557700 ADVERTISING	500	0	500	.00	.00	500.00	.0%
0017021 561800 PROGRAM SUPPLIES	2,000	-125	1,875	1,206.59	223.00	445.41	76.2%
0017021 569000 OFFICE SUPPLIES	950	0	950	1,408.85	412.03	-870.88	191.7%*
0017021 581120 CONFERENCES & ME	3,000	0	3,000	3,080.86	235.00	-315.86	110.5%*
0017021 589100 MISCELLANEOUS	0	180,889	180,889	62,641.40	5,258.09	112,989.51	37.5%
TOTAL PARKS ADMINISTRATION	-185,020	279,818	94,798	-20,282.62	9,251.26	105,829.36	-11.6%

FOR 2020 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017022 PARKS GROUNDS & FACILITIES							
0017022 450311 MUZZY FIELD RENT	-20,000	0	-20,000	-23,558.50	.00	3,558.50	117.8%
0017022 450321 RENTALS	-3,500	0	-3,500	-6,882.00	.00	3,382.00	196.6%
0017022 450322 CONCESSION & MIS	-13,500	0	-13,500	-3,563.56	.00	-9,936.44	26.4%*
0017022 450400 MISC CHARGES FOR	-300	0	-300	.00	.00	-300.00	.0%*
0017022 514000 REGULAR WAGES &	926,380	0	926,380	504,879.34	.00	421,500.66	54.5%
0017022 515100 OVERTIME WAGES &	99,250	0	99,250	60,620.79	.00	38,629.21	61.1%
0017022 515200 PARTIME WAGES &	48,600	0	48,600	22,633.70	.00	25,966.30	46.6%
0017022 517000 OTHER WAGES	0	0	0	190.44	.00	-190.44	100.0%*
0017022 518000 WORKERS' COMP SA	0	0	0	554.07	.00	-554.07	100.0%*
0017022 531010 GEESE MANAGEMENT	10,000	-7,000	3,000	.00	.00	3,000.00	.0%
0017022 540000 PUBLIC UTILITIES	67,000	0	67,000	44,688.15	11,518.10	10,793.75	83.9%
0017022 541100 WATER & SEWER CH	40,000	0	40,000	41,025.01	6,484.90	-7,509.91	118.8%*
0017022 542140 REFUSE	15,000	0	15,000	10,882.59	3,556.41	561.00	96.3%
0017022 543000 REPAIRS & MAINT	51,400	3,000	54,400	37,218.95	15,919.94	1,261.11	97.7%
0017022 543100 MOTOR VEHICLE SE	15,000	0	15,000	9,903.85	3,991.54	1,104.61	92.6%
0017022 561400 MAINT SUPPLIES &	92,000	-2,000	90,000	54,062.93	27,494.82	8,442.25	90.6%
0017022 562100 HEATING OIL	13,500	0	13,500	6,699.34	3,300.66	3,500.00	74.1%
0017022 562600 MOTOR FUELS	23,000	0	23,000	10,848.58	1,000.00	11,151.42	51.5%
0017022 563000 MOTOR VEHICLE PA	25,000	0	25,000	13,759.03	7,779.78	3,461.19	86.2%
0017022 563100 TIRES	3,000	0	3,000	460.00	100.00	2,440.00	18.7%
0017022 570905 SMALL EQUIPMENT	10,000	4,000	14,000	6,574.45	4,786.04	2,639.51	81.1%
0017022 581120 CONFERENCES & ME	2,000	2,000	4,000	3,209.07	.00	790.93	80.2%
0017022 581200 VANDALISM	5,500	0	5,500	600.04	1,099.96	3,800.00	30.9%
TOTAL PARKS GROUNDS & FACILITIES	1,409,330	0	1,409,330	794,806.27	87,032.15	527,491.58	62.6%

FOR 2020 13

ACCOUNTS FOR:  
 001 GENERAL FUND

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017023 RECREATION							
0017023 450105 SUMMER RECREATIO	-95,000	0	-95,000	-79,918.50	.00	-15,081.50	84.1%
0017023 450107 FALL/WINTER REC	-29,000	0	-29,000	-28,432.00	.00	-568.00	98.0%
0017023 514000 REGULAR WAGES &	134,210	-16,538	117,672	77,388.67	.00	40,283.33	65.8%
0017023 515100 OVERTIME WAGES &	3,000	0	3,000	1,775.55	.00	1,224.45	59.2%
0017023 515200 PARTTIME WAGES &	211,950	0	211,950	108,709.62	.00	103,240.38	51.3%
0017023 517000 OTHER WAGES	0	0	0	725.12	.00	-725.12	100.0%
0017023 531000 PROFESSIONAL FEE	23,000	0	23,000	14,250.11	8,464.00	285.89	98.8%
0017023 557700 ADVERTISING	9,000	0	9,000	9,450.00	.00	-450.00	105.0%
0017023 561800 PROGRAM SUPPLIES	33,000	-1,500	31,500	10,546.73	8,751.82	12,201.45	61.3%
0017023 581120 CONFERENCES & ME	1,000	1,500	2,500	1,293.60	535.00	671.40	73.1%
TOTAL RECREATION	291,160	-16,538	274,622	115,788.90	17,750.82	141,082.28	48.6%

FOR 2020 13

ACCOUNTS FOR:  
 001 GENERAL FUND

0017024 AQUATICS

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0017024 450103 POOL CHARGES	-203,500	0	-203,500	-144,271.25	.00	-59,228.75	70.9%*
0017024 514000 REGULAR WAGES &	192,335	0	192,335	96,243.87	.00	96,091.13	50.0%
0017024 515100 OVERTIME WAGES &	5,500	0	5,500	5,160.70	.00	339.30	93.8%
0017024 515200 PARTIME WAGES &	324,880	0	324,880	231,024.22	.00	93,855.78	71.1%
0017024 517000 OTHER WAGES	0	0	0	214.86	.00	-214.86	100.0%*
0017024 531000 PROFESSIONAL FEE	8,000	0	8,000	7,234.00	1,689.75	-923.75	111.5%*
0017024 541000 PUBLIC UTILITIES	55,000	0	55,000	29,936.41	24,063.59	1,000.00	98.2%
0017024 541100 WATER & SEWER CH	20,000	0	20,000	13,011.53	6,988.47	.00	100.0%
0017024 543000 REPAIRS & MAINTN	35,000	0	35,000	21,834.57	13,005.43	160.00	100.0%
0017024 557700 ADVERTISING	500	0	500	.00	500.00	.00	100.0%
0017024 561400 MAINT SUPPLIES &	25,000	0	25,000	10,193.60	13,598.59	1,207.81	95.2%
0017024 561800 PROGRAM SUPPLIES	15,000	-1,700	13,300	9,922.16	3,377.84	.00	100.0%
0017024 562100 HEATING OIL	1,500	0	1,500	.00	.00	1,500.00	.0%
0017024 562200 NATURAL GAS	25,000	0	25,000	10,878.45	9,356.18	4,765.37	80.9%
0017024 581120 CONFERENCES & ME	1,000	1,700	2,700	2,218.65	35.00	446.35	83.5%
TOTAL AQUATICS	505,215	0	505,215	293,601.77	72,614.85	138,998.38	72.5%

FOR 2020 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
132 PINE LAKE CHALLENGE COURSE FND							
1321032 PINE LAKE CHALLENGE COURSE							
1321032 422004 CHALLENGE COURSE	-150,390	0	-150,390	-17,713.00	.00	-132,677.00	11.8%*
1321032 460000 INTEREST INCOME	-500	0	-500	-202.06	.00	-297.94	40.4%*
1321032 515100 OVERTIME WAGES &	985	0	985	473.49	.00	511.51	48.1%
1321032 515300 SEASONAL WAGES	115,000	0	115,000	46,505.94	.00	68,494.06	40.4%
1321032 531000 PROFESSIONAL FEE	20,000	0	20,000	4,692.00	.00	15,058.00	24.7%
1321032 543200 EQUIPMENT MAINTN	6,750	0	6,750	1,794.76	4,205.24	15,750.00	88.9%
1321032 553000 TELEPHONE	795	0	795	70.98	.00	215.00	73.0%
1321032 553100 POSTAGE	250	0	250	145.25	.00	104.75	58.1%
1321032 555000 PRINTING & BINDI	500	0	500	898.18	.00	-398.18	179.6%*
1321032 561400 MAINT SUPPLIES &	1,000	0	1,000	105.50	544.50	350.00	65.0%
1321032 561800 PROGRAM SUPPLIES	4,000	0	4,000	858.06	741.94	2,400.00	40.0%
1321032 569000 OFFICE SUPPLIES	300	0	300	12.89	485.00	-197.89	166.0%*
1321032 581135 SCHOOLING & EDUC	1,310	0	1,310	.00	.00	1,310.00	.0%
TOTAL PINE LAKE CHALLENGE COURSE	0	0	0	37,641.99	6,735.70	-44,377.69	100.0%



City of Bristol Parks and Recreation Department  
111 North Main Street Bristol, CT 06010  
860-584-6160 | www.BristolRec.com

### Facility Use Request Form

#### GENERAL INFORMATION

Organization Name: Nexgen (NEXGEN)  
Full Name of Applicant: Mark Campbell D.O.B.: 11/8/73  
Job Title (if on behalf of the organization): President  
Mailing Address: 112 Gridley St City/Town: Bristol  
State: CT Zip: 06010 E-mail: ✉ nexgen CT1@gmail.com  
Phone Number: (Home) \_\_\_\_\_ (Cell) 860 922 4748  
Secondary Contact: Marla Campbell Title: \_\_\_\_\_  
Mailing Address: 112 Gridley St Town: Bristol  
State: CT Zip: 06010 E-mail: medrn77@yahoo.com  
Phone Number: (Home) \_\_\_\_\_ (Cell) 860 309 9556

Please check all that apply: We are a(n): Individual  New Organization  Returning Organization

We are: Profit  Non-Profit  501c3 We Serve: Youth (Give age range)  Adults

Total No. of Participants \_\_\_\_\_ % Bristol Residents \_\_\_\_\_ % Non-Residents \_\_\_\_\_

(Please note: Groups may be asked to supply proof of Non-Profit status/Org. ID/Tax Exempt # and a league roster of the last season for verification at the discretion of the Superintendent of Parks)

**Liability Release Form:** As a representative of the group listed above, the group recognizes that there are risks of injury involved in participating in recreational activities. Therefore, the group does hereby release the City of Bristol and its employees and agents from all liability with respect to an injury received by a member within the group listed above arising from such activities. The organization supervisor, president, or person whose signature appears on the request form assumes full responsibility for following the City of Bristol Field Use Policy. By signing this form, I agree that the rental payment will be made on time or the dates will be revoked.

Signature: [Signature] Date: 1/30/20

*general public*

2 charities  
↳ 50% of proceed  
Cars that display →

**RESERVATION REQUEST INFORMATION**

The following City of Bristol parks/fields/facilities are available for permit. Please fill out *all sections completely* (failure to provide full information may result in application being returned).

**Facilities/Fields Requested: (Use additional sheets if necessary)**

Baseball Fields	Practice Dates/Times Requested	Game Dates/Times Requested
Muzzy Field	Car Show 10am to 6pm	June 6th / parking lots
Page Park		
Riley Field		

Softball Fields	Practice Dates/Times Requested	Game Dates/Times Requested
Mix Street		
Page Park		
Casey Field		
Wilson Field		

Football & Lacrosse Fields	Practice Dates/Times Requested	Game Dates/Times Requested
Casey Field		
Memorial Blvd.		

Soccer Fields & Open Space	Practice Dates/Times Requested	Game Dates/Times Requested
Rockwell Park		
Ingraham Field		
Federal Hill Green		
Rockwell-Amp.		

Volleyball Courts	Practice Dates/Times Requested	Game Dates/Times Requested
Stocks Playground		
Rockwell Park		

Basketball Courts	Practice Dates/Times Requested	Game Dates/Times Requested
Page Park		
Bracket Park		
Rockwell Park		
Stocks Playground		

**Office Use Only:**

- Completed Facility Use Request Form
- Certificate of Insurance naming the City of Bristol as additionally insured
- Signed Indemnification Form
- Payment (if applicable). Checks payable to Bristol Parks and Recreation

Muzzy field lot  
for cars + games  
&  
Activities

Field Use Application:    Approved    Denied

111 North Main Street Bristol, CT 06010    860-584-6160

↓  
Rockwell lot for  
parking for public



Memo: Request to Reduce Non-Resident Daily Rates for Page and Rockwell Pools

From: Jaimie Clout, Aquatics Supervisor

To: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services and the Board of Park Commissioners

2/12/2020

I am writing with the intent to appeal to the Parks Board in regards to the fee structure for the outdoor pools for non-residents. In 2015, our department made significant increases to the daily pool entry fee for non-residents. This act was done by former Parks Superintendent Ed Swicklas and previous Mayor, Ken Cockayne. Their reasoning for the change was warranted as we were having a significant issue with residents not being able to enter Rockwell Pool due to the City of Waterbury busing kids into the park to swim for next to nothing for cost. This influx of non-residents prevented our own residents from being able to enter the pool as we had no way to enforce a "residents-only" pool entry policy. Since the establishment of the increased fees, the presence of non-residents at our pools, specifically, Rockwell have dropped off. However, in terms of outdoor pool attendance, we have found our non-resident attendance drop off significantly (upwards of 40% for the last 4 years of pool entry stats). This trend has negatively affected our daily drop in revenue. A reduction in the pool fee may actually result in an overall increase in revenue as the pools will be more affordable. I firmly believe in the fact that our department created a financial barrier for pool use that non-residents cannot afford to come swimming. With your support, I would like to propose that we move to consider re-evaluation of the non-resident pool entry fees.

**Current Non-resident Rates**

\$8.00 for non-resident children  
\$10.00 for non-resident seniors  
\$12.00 for non-resident adults

**Aquatics Supervisor 2020 Proposed Rates**

\$4.00 for non-resident children  
\$6.00 for non-resident seniors  
\$8.00 for non-resident adults

To learn more about what your backyard Parks & Recreation Department has to offer; visit us at [www.Bristolrec.com](http://www.Bristolrec.com) | Join the conversation @BristolCTParksandRecreation on Facebook & Instagram

**Bristol Resident Rates are as follows. No changes proposed at this time**

\$1.00 for Bristol children (0-17)

\$1.50 for Bristol seniors (65+)

\$2.00 for Bristol adults (18-64)

I appreciate any support that the Parks Board may have, as this issue becomes so real to our staff when they have to effectively turn away children and families from our pools when they simply cannot afford our fees. This has also resulted in some combative situations that required staff to get police involved. I believe the direction of our department supports our continued efforts of inclusiveness and that this reduction in fees will be more in line with our mission statement.

Sincerely,



Jaimie Clout, CPRP, CPO

Aquatics Supervisor

860-584-3836

[jaimieclout@bristolct.gov](mailto:jaimieclout@bristolct.gov)