

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

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

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

Respectfully submitted,
Robin L. Klug, Board Secretary

Board of Park Commissioners
Wednesday, July 15, 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

Absent: Scott Rosado, Council Liaison

1) Call to Order

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

2) Acceptance of meeting minutes

- a. **MOTION:** Made by Commissioner Fiorito to accept the June 17, 2020 meeting minutes with corrections.
Seconded by: Commissioner Donovan, all in favor; motion carried.

3) Public Participation

- a. Chet Reed, Vice-Chairman and Zachary Fisk, Chairman from the City of Bristol Inland Wetlands & Watercourses Agency and Conservation Commission addressed the Parks Board of Commissioners to request support in monitoring and stopping Park users from altering the Pequabuck River and its water course flow where it passes through Parks' land. Discussion followed.
MOTION: Made by Commissioner Kalat, the Parks Board of Commissioners will formally communicate to the Police Commission outlining the concerns about the Pequabuck River and request heightened enforcement of the ordinance regarding damming of the River on Parks' properties.
Seconded by: Commissioner Fiorito, all in favor; motion carried
- b. At her request, Aimee Pertras from the Farmington River Watershed Association, present their proposal to establish a second Community Rain Garden at the Rockwell Pavilion as part of Public Participation. Discussion followed.
MOTION: Made by Commissioner Fiorito to move forward with the establishment of a rain garden to be located at the Rockwell Pavilion by the Farmington River Watershed Association, at the direction of the Superintendent.
Seconded by: Commissioner Kalat, all in favor; motion carried.
- c. Laura Carter of 77 Goodwin Street, Bristol, CT 06010 voiced concerns and asked questions regarding the utilization of masks by staff at the Dennis Malone Aquatics Center.

Board of Park Commissioners
Wednesday, July 15, 2020 at 6:00 pm
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Meeting Minutes

4) Employee Recognition

- a. Craig Vibert and Marc Davis were welcomed and congratulated on their selection as new Parks Maintainers.
- b. Mark Cote was thanked for his efforts in establishing a pickleball court at Seymour Park.

5) Superintendent's Report

- a. Superintendent Medeiros reported: the first Movie Night was a success with over 75 cars, Summer Care has seen increased enrollment with approximately 30 additional campers.
MOTION: Made by Commissioner Fiorito to accept and place the Superintendent's Report on file.
Seconded by: Commissioner Bogdanski, 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 Donovan, all in favor; motion carried.

6) Old Business

- a. Discussion of the Department Operations & Policies Manual included suggestions of emphasizing equity and inclusion language in the introduction, as well as, requests to review policies specific to environmental conservation and field usage fees. Discussion followed.
- b. Page Pool's renovation is nearing completion and once it is possible, a lower price point fundraiser, around \$20.00 per participant will be held. Discussion followed.
- c. By Commissioners:
 - i. An invitation was extended to all Commissioners to join/liaison to the newly formed Diversity, Equity & Inclusion Committee with in the Parks, Recreation, Youth and Community Services Department.
 - ii. There was discussion regarding the resumption of Adult Recreation Programs, including Yoga.

7) New Business

- a. **MOTION:** Made by Commissioner Fiorito, the Parks Board of Commissioners approved the request to plant a Memorial Tree and place a donated Memorial Bench in remembrance of the of John "JT" Timm, former Parks Supervisor.
Seconded by: Commissioner Kalat, all in favor; motion carried
- b. **MOTION:** Made by Commissioner Kalat, the Parks Board of Commissioners approved the August 2020 – August 2021 lease of the Montessori School property at 472 East Road, Bristol, CT 06010.
Seconded by: Commissioner Fiorito, all in favor; motion carried
- d. By Commissioners:
 - i. Commissioner Huckaby presented the need for low cost youth sports training programs that carry academic requirements for participation, in Bristol and discussion followed.

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8) 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.

9) Other Business

- a. By Commissioners: there was no other business brought forward by Commissioners.

10) Adjourn

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

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



Superintendent Report
Board of Park Commissioners
(August 19, 2020)

I. Project Updates (as of 8/14/2020)

Project	Progress/Status	Anticipated Completion
Page Park Pool Renovation	The project is nearing completion with final site improvements including sidewalks/parking lots being installed. Unfortunately repairing concrete cracks in the pool have delayed the project. Full report given at board meeting.	TBA August/September 2020
Parks & Recreation Master Plan	Survey has been issued with responses being collected. Recreation Program Assessment data was compiled and is being evaluated. Site analysis draft documents are being reviewed as well as CAPRA review and NRPA benchmarking.	Plan completed in late Fall 2020.
Pine Lake Enhancements	Public Works Engineering Department is backlogged but is moving this up as a priority item as quickly as they can. Recreation Supervisor Amry Shelby will be taking a lead on the work. A project reboot meeting is being scheduled.	Fall 2020
Muzzy Field Renovations	To Design has been retained to complete construction/design documents for Muzzy Field renovations and the light replacements. Specs for site work are being finalized We anticipate going out to bid this summer with a contract award in early September.	Construction anticipated for Fall 2020 with stadium use resuming in spring/summer 2021
Page Pavilion Interior Renovations	EDM architecture and engineering firm completed building assessment and measurement work. We are working on developing schematic ideas/project scope with potential pricing.	Anticipate going out to bid in early Fall 2020 with work commencing over the Winter 2020

II. Parks, Grounds and Facilities Division Highlights

- In light of Tropical Storm Isaias the parks crew have been dedicated to park clean-up including downed brush and a significant amount of downed trees throughout the park system. See below for damage report:

Storm Damage Updates

There was no vandalism reported this month but the parks suffered significant damage in light of Tropical Storm Isaias. This includes but not limited to:

- Rockwell Pool Fence by Riverwalk
- Memorial Boulevard Fence section by the river and downed tree limbs along the middle
- Muzzy Field massive tree by outer fence
- Youth Football downed tree on concession area
- 94 Birch Street tree down on garage/cars- claim to be filed with the city
- Tree down on Stocks Volleyball one fence section damaged
- Massive tree down at Rockwell on the stone pillars near the pavilion
- Page Park fence damage behind 156 Moody Street softball field
- Federal Hill large tree branches down on playground. No damage.
- Peck Park gate to tennis courts blew off

III. Recreation Division Highlights

- The Recreation Division kicked off the *Movies on Main Drive* in Movie Series on Tuesday, July 7th. The Movies have increased significantly in popularity, averaging on average over 110 cars per week. The movie series will continue through the end of August, and are shown on Tuesdays starting at 8:30pm.

Recreation & Event Measures	July 2019	July 2020
# of youth engaged in recreation programs	1777	735*
# of adults engaged in recreation programs	153	54*
Total # of recreation programs running	35	11*

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

IV. Aquatics Division Highlights

- Rockwell Pool and the Dennis Malone Aquatics Center and select programs continue to operate safely and successfully under the current guidelines. Fall program planning is underway for DMAC.

Aquatics Measures	July 2019	July 2020
# of visits to the Dennis Malone Aquatics Center	1582	1167
# of Pool Memberships sold	32	49
# of youth learning to swim	136	79

Upcoming Special Events- Save the Date

Event Name	Date	Time	Location
Movies on Main Street	Every Tuesday-July 7-August 25th	8:30pm	Main Street Lot across from City Hall
Pooch Plunge	Monday August 17 th	4:30-6:30pm	Rockwell Pool
Mayor's Back to School Pencil Hunt	Saturday August 22 nd	7:00am-2pm	Muzzy Field

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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2021 13

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	.00	.00	.00	-400,000.00	.0%
480004 PARK TRUST GOODSSELL INCOME	-23,330	-23,330	-6,262.50	.00	.00	-17,067.50	26.8%
514000 REGULAR WAGES & SALARIES	329,125	329,125	29,061.15	.00	.00	300,063.85	8.8%
515100 OVERTIME WAGES & SALARIES	4,670	4,670	662.45	.00	.00	4,007.55	14.2%
552100 LIABILITY INSURANCE	47,755	47,755	54,403.83	.00	3,574.17	-10,223.00	121.4%
553000 TELEPHONE	4,300	4,300	327.62	.00	3,672.38	300.00	93.0%
553100 POSTAGE	950	950	.00	.00	.00	950.00	.0%
554000 TRAVEL REIMBURSEMENT	900	900	.00	.00	.00	900.00	.0%
555000 PRINTING & BINDING	480	480	.00	.00	400.00	80.00	83.3%
557700 ADVERTISING	8,000	8,000	1,900.00	.00	.00	6,100.00	23.8%
561800 PROGRAM SUPPLIES	2,000	2,000	.00	.00	1,050.00	950.00	52.5%
569000 OFFICE SUPPLIES	2,000	2,000	.00	.00	1,500.00	500.00	75.0%
581120 CONFERENCES & MEMBERSHIPS	6,750	6,750	.00	.00	1,400.00	5,350.00	20.7%
589100 MISCELLANEOUS	0	0	4,800.00	.00	12,350.00	-17,150.00	100.0%
TOTAL PARKS ADMINISTRATION	-16,400	-16,400	84,892.55	.00	23,946.55	-125,239.10	-663.7%
TOTAL REVENUES	-423,330	-423,330	-6,262.50	.00	.00	-417,067.50	
TOTAL EXPENSES	406,930	406,930	91,155.05	.00	23,946.55	291,828.40	

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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2021 13

ACCOUNTS FOR: 0017022 PARKS GROUNDS & FACILITIES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450311 MUZZY FIELD RENTALS	-25,000	-25,000	-1,000.00	.00	.00	-24,000.00	4.0%
450321 RENTALS	-8,000	-8,000	-550.00	.00	.00	-7,450.00	6.9%
450322 CONCESSION & MISC	-6,500	-6,500	-3,763.00	.00	.00	-2,737.00	57.9%
450400 MISC CHARGES FOR SERVICES	-400	-400	.00	.00	.00	-400.00	.0%
514000 REGULAR WAGES & SALARIES	987,455	987,455	98,492.97	.00	.00	888,962.03	10.0%
515100 OVERTIME WAGES & SALARIES	112,000	112,000	20,627.92	.00	.00	91,372.08	18.4%
515200 PARTTIME WAGES & SALARIES	50,500	50,500	17,410.33	.00	.00	33,089.67	34.5%
517000 OTHER WAGES	0	0	1,198.00	.00	.00	-1,198.00	100.0%
541000 PUBLIC UTILITIES	69,500	69,500	14,509.43	.00	54,990.57	.00	100.0%
541100 WATER & SEWER CHARGES	42,400	42,400	613.80	.00	41,386.20	400.00	99.1%
542140 REFUSE	16,000	16,000	.00	.00	9,400.00	6,600.00	58.8%
543000 REPAIRS & MAINTENANCE	54,000	54,000	1,126.62	.00	26,829.18	26,044.20	51.8%
543100 MOTOR VEHICLE SERVICE & REPAIR	15,000	15,000	1,708.44	.00	10,426.56	2,865.00	80.9%
561400 MAINT SUPPLIES & MATERIALS	92,000	92,000	1,849.54	.00	56,510.46	33,640.00	63.4%
562100 HEATING OIL	10,040	10,040	.00	.00	10,040.00	.00	100.0%
562600 MOTOR FUELS	24,000	24,000	.00	.00	.00	24,000.00	.0%
563000 MOTOR VEHICLE PARTS	25,000	25,000	.00	.00	9,900.00	15,100.00	39.6%
563100 TIRES	3,000	3,000	.00	.00	.00	3,000.00	.0%
570905 SMALL EQUIPMENT	10,200	10,200	.00	.00	5,450.00	4,750.00	53.4%
581120 CONFERENCES & MEMBERSHIPS	4,000	4,000	.00	.00	.00	4,000.00	.0%
581200 VANDALISM	4,000	4,000	.00	.00	600.00	3,400.00	15.0%
TOTAL PARKS GROUNDS & FACILITIES	1,479,195	1,479,195	152,224.05	.00	225,532.97	1,101,437.98	25.5%
TOTAL REVENUES	-39,900	-39,900	-5,313.00	.00	.00	-34,587.00	
TOTAL EXPENSES	1,519,095	1,519,095	157,537.05	.00	225,532.97	1,136,024.98	

08/14/2020 13:28
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CITY OF BRISTOL
 YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ACCOUNTS FOR: 0017023 RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450105 SUMMER RECREATION PROGRAM	-276,200	-276,200	-22,886.00	.00	.00	-253,314.00	8.3%
450107 FALL/WINTER REC CHARGES	-33,165	-33,165	.00	.00	.00	-33,165.00	.0%
514000 REGULAR WAGES & SALARIES	127,200	127,200	6,678.51	.00	.00	120,521.49	5.3%
515100 OVERTIME WAGES & SALARIES	3,200	3,200	11,213.45	.00	.00	-8,013.45	350.4%
515200 PARTTIME WAGES & SALARIES	303,200	303,200	136,081.28	.00	.00	167,118.72	44.9%
531000 PROFESSIONAL FEES & SERVICES	133,000	133,000	16,486.37	.00	34,413.63	82,100.00	38.3%
557700 ADVERTISING	1,200	1,200	.00	.00	.00	1,200.00	.0%
561800 PROGRAM SUPPLIES	34,000	34,000	1,802.33	.00	7,046.54	25,151.13	26.0%
581120 CONFERENCES & MEMBERSHIPS	1,250	1,250	.00	.00	465.00	785.00	37.2%
TOTAL RECREATION	293,685	293,685	149,375.94	.00	41,925.17	102,383.89	65.1%
TOTAL REVENUES	-309,365	-309,365	-22,886.00	.00	.00	-286,479.00	
TOTAL EXPENSES	603,050	603,050	172,261.94	.00	41,925.17	388,862.89	

08/14/2020 13:29
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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

Page 1
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FOR 2021 13

ACCOUNTS FOR: 0017024 AQUATICS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450103 POOL CHARGES	-203,500	-203,500	-8,841.50	.00	.00	-194,658.50	4.3%
514000 REGULAR WAGES & SALARIES	201,210	201,210	21,349.38	.00	.00	179,860.62	10.6%
515100 OVERTIME WAGES & SALARIES	5,500	5,500	1,356.87	.00	.00	4,143.13	24.7%
515200 PARTTIME WAGES & SALARIES	354,505	354,505	90,450.59	.00	.00	264,054.41	25.5%
531000 PROFESSIONAL FEES & SERVICES	8,500	8,500	831.00	.00	4,947.80	2,721.20	68.0%
541000 PUBLIC UTILITIES	58,300	58,300	.00	.00	50,000.00	8,300.00	85.8%
541100 WATER & SEWER CHARGES	20,500	20,500	.00	.00	20,000.00	500.00	97.6%
543000 REPAIRS & MAINTENANCE	35,000	35,000	65.66	.00	15,734.34	19,200.00	45.1%
557700 ADVERTISING	500	500	.00	.00	.00	500.00	.0%
561400 MAINT SUPPLIES & MATERIALS	25,000	25,000	261.51	.00	9,938.49	14,800.00	40.8%
561800 PROGRAM SUPPLIES	15,000	15,000	279.30	.00	5,720.70	9,000.00	40.0%
562100 HEATING OIL	2,000	2,000	.00	.00	2,000.00	.00	100.0%
562200 NATURAL GAS	26,750	26,750	1,266.14	.00	11,733.86	13,750.00	48.6%
581120 CONFERENCES & MEMBERSHIPS	2,500	2,500	.00	.00	200.00	2,300.00	8.0%
TOTAL AQUATICS	551,765	551,765	107,018.95	.00	120,275.19	324,470.86	41.2%
TOTAL REVENUES	-203,500	-203,500	-8,841.50	.00	.00	-194,658.50	
TOTAL EXPENSES	755,265	755,265	115,860.45	.00	120,275.19	519,129.36	

08/14/2020 13:30
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CITY OF BRISTOL
YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ACCOUNTS FOR:	ORIGI NAL APPROP	REVI SED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAI LABLE BUDGET	PCT USED
1321032 PINE LAKE CHALLENGE COURSE							
422004 CHALLENGE COURSE FEES	-115,000	-115,000	.00	.00	.00	-115,000.00	.0%
515100 OVERTIME WAGES & SALARIES	985	985	.00	.00	.00	985.00	.0%
515300 SEASONAL WAGES	90,765	90,765	.00	.00	.00	90,765.00	.0%
531000 PROFESSIONAL FEES & SERVICES	8,000	8,000	.00	.00	.00	8,000.00	.0%
543200 EQUIPMENT MAINTENANCE CONTR	6,750	6,750	.00	.00	.00	6,750.00	.0%
553100 POSTAGE	400	400	.00	.00	.00	400.00	.0%
555000 PRINTING & BINDING	3,000	3,000	.00	.00	.00	3,000.00	.0%
561400 MAINT SUPPLIES & MATERIALS	1,350	1,350	.00	.00	.00	1,350.00	.0%
561800 PROGRAM SUPPLIES	1,550	1,550	.00	.00	.00	1,550.00	.0%
569000 OFFICE SUPPLIES	100	100	.00	.00	.00	100.00	.0%
581135 SCHOOLING & EDUCATION	2,100	2,100	.00	.00	.00	2,100.00	.0%
TOTAL PINE LAKE CHALLENGE COURSE	0	0	.00	.00	.00	.00	.0%
TOTAL REVENUES	-115,000	-115,000	.00	.00	.00	-115,000.00	
TOTAL EXPENSES	115,000	115,000	.00	.00	.00	115,000.00	



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Parks, Recreation, Youth & Community Services
(Requesting Department)

Date: 8/3/2020
(Submission Date)

For the 8/25/2020 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

Additional Appropriation \$ _____

Transfer from Contingency \$ _____

Transfer(s) \$ 17,361.00

Grant \$ _____

Carry-over(s) \$ 237,736.18

Other

This request was approved by the Board of Park Commissioners at its meeting held on August 19, 2020.

Approval


(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

1. Various end of year transfers covered within division budgets (see attached spreadsheet). Transfers include covering unexpected COVID-19 supplies and associated overtime with cleaning of playgrounds/park spaces. Additionally, overages in the recreation regular wages is tied to the payout calculation of accrued time for the Recreation Supervisor leaving.

2. Request to carry over the unspent trust fund overages totaling \$213,377.15 to the miscellaneous trust account for use throughout the year.

3. Request to carry over \$24,359.03 from Youth Services 0011031-531120. This is the balance of unspent Project Aware funds. These funds come from the State of CT Youth Services Bureau and are used annually for youth service programs and scholarships for Bristol children in need. With the schools closed due to COVID-19, the funds were not able to be fully spent this year. We are requesting to carry this balance over into the next year to provide us with additional funds to be utilized for scholarships/program enhancements for at risk families in need. Due to COVID-19 impact on families we believe these funds will be needed now more than ever.

Carry Overs

Account	Rev/Exp	Account Name	Amount
0017021-480003	Rev	Miscellaneous Trust	\$213,377.15
0017021-589100	Exp	Miscellaneous Trust	\$213,377.15
0011031-531120	Exp	Project Aware	\$24,359.03
0011031-531120	Exp	Project Aware	\$24,359.03

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
See Attached	Various- see attached	

