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

ATTACHMENT A

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

DRAFT

ATTACHMENT A

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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ATTACHMENT A

Board of Park Commissioners
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Special Meeting Minutes

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

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ATTACHMENT B

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

ATTACHMENT B

Upcoming Special Events- Save the Date

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

ATTACHMENT C

FOR 2021 13 JOURNAL DETAIL 2021 1 TO 2021 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	.00	.00	.00	-400,000.00	.0%
480004 PARK TRUST GOODSELL INCOME	-23,330	-23,330	-6,262.50	.00	.00	-17,067.50	26.8%
514000 REGULAR WAGES & SALARIES	329,125	329,125	52,167.85	.00	.00	276,957.15	15.9%
515100 OVERTIME WAGES & SALARIES	4,670	4,670	984.55	.00	.00	3,685.45	21.1%
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	646.29	.00	3,353.71	300.00	93.0%
553100 POSTAGE	950	950	17.50	.00	.00	932.50	1.8%
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	314.68	.00	933.32	752.00	62.4%
569000 OFFICE SUPPLIES	2,000	2,000	109.19	.00	1,390.81	500.00	75.0%
581120 CONFERENCES & MEMBERSHIPS	6,750	6,750	940.00	.00	1,335.00	4,475.00	33.7%
589100 MISCELLANEOUS	0	0	14,100.00	.00	8,550.00	-22,650.00	100.0%
TOTAL PARKS ADMINISTRATION	-16,400	-16,400	119,321.39	.00	19,537.01	-155,258.40	-846.7%
TOTAL REVENUES	-423,330	-423,330	-6,262.50	.00	.00	-417,067.50	
TOTAL EXPENSES	406,930	406,930	125,583.89	.00	19,537.01	261,809.10	

ATTACHMENT C

FOR 2021 13 JOURNAL DETAIL 2021 1 TO 2021 12

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	-3,300.00	.00	.00	-21,700.00	13.2%
450321 RENTALS	-8,000	-8,000	-1,450.00	.00	.00	-6,550.00	18.1%
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	172,683.37	.00	.00	814,771.63	17.5%
515100 OVERTIME WAGES & SALARIES	112,000	112,000	31,147.35	.00	.00	80,852.65	27.8%
515200 PARTTIME WAGES & SALARIES	50,500	50,500	23,609.88	.00	.00	26,890.12	46.8%
517000 OTHER WAGES	0	0	1,198.00	.00	.00	-1,198.00	100.0%
541000 PUBLIC UTILITIES	69,500	69,500	26,111.66	.00	43,388.34	.00	100.0%
541100 WATER & SEWER CHARGES	42,400	42,400	12,219.17	.00	29,780.83	400.00	99.1%
542140 REFUSE	16,000	16,000	1,225.91	.00	8,631.49	6,142.60	61.6%
543000 REPAIRS & MAINTENANCE	54,000	54,000	19,723.22	.00	18,379.30	15,897.48	70.6%
543100 MOTOR VEHICLE SERVICE & REPAI	15,000	15,000	2,831.29	.00	9,303.71	2,865.00	80.9%
561400 MAINT SUPPLIES & MATERIALS	92,000	92,000	7,381.44	.00	64,092.64	20,525.92	77.7%
562100 HEATING OIL	10,040	10,040	.00	.00	10,040.00	.00	100.0%
562600 MOTOR FUELS	24,000	24,000	2,235.49	.00	.00	21,764.51	9.3%
563000 MOTOR VEHICLE PARTS	25,000	25,000	3,489.77	.00	9,510.23	12,000.00	52.0%
563100 TIRES	3,000	3,000	.00	.00	.00	3,000.00	.0%
570905 SMALL EQUIPMENT	10,200	10,200	1,910.43	.00	4,010.78	4,278.79	58.1%
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	297,253.98	.00	197,737.32	984,203.70	33.5%
TOTAL REVENUES	-39,900	-39,900	-8,513.00	.00	.00	-31,387.00	
TOTAL EXPENSES	1,519,095	1,519,095	305,766.98	.00	197,737.32	1,015,590.70	

ATTACHMENT C

FOR 2021 13 JOURNAL DETAIL 2021 1 TO 2021 12

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	-34,258.00	.00	.00	-241,942.00	12.4%
450107 FALL/WINTER REC CHARGES	-33,165	-33,165	.00	.00	.00	-33,165.00	.0%
514000 REGULAR WAGES & SALARIES	127,200	127,200	15,918.98	.00	.00	111,281.02	12.5%
515100 OVERTIME WAGES & SALARIES	3,200	3,200	13,745.61	.00	.00	-10,545.61	429.6%
515200 PARTTIME WAGES & SALARIES	303,200	303,200	162,632.00	.00	.00	140,568.00	53.6%
531000 PROFESSIONAL FEES & SERVICES	133,000	133,000	36,306.20	.00	19,739.20	76,954.60	42.1%
557700 ADVERTISING	1,200	1,200	.00	.00	.00	1,200.00	.0%
561800 PROGRAM SUPPLIES	34,000	34,000	3,805.96	.00	6,335.79	23,858.25	29.8%
581120 CONFERENCES & MEMBERSHIPS	1,250	1,250	.00	.00	465.00	785.00	37.2%
TOTAL RECREATION	293,685	293,685	198,150.75	.00	26,539.99	68,994.26	76.5%
TOTAL REVENUES	-309,365	-309,365	-34,258.00	.00	.00	-275,107.00	
TOTAL EXPENSES	603,050	603,050	232,408.75	.00	26,539.99	344,101.26	

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FOR 2021 13 JOURNAL DETAIL 2021 1 TO 2021 12

ACCOUNTS FOR: 1321032 PINE LAKE CHALLENGE COURSE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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	

ATTACHMENT C

FOR 2021 13 JOURNAL DETAIL 2021 1 TO 2021 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	-29,456.00	.00	.00	-174,044.00	14.5%
514000 REGULAR WAGES & SALARIES	201,210	201,210	36,642.38	.00	.00	164,567.62	18.2%
515100 OVERTIME WAGES & SALARIES	5,500	5,500	1,963.36	.00	.00	3,536.64	35.7%
515200 PARTTIME WAGES & SALARIES	354,505	354,505	124,940.57	.00	.00	229,564.43	35.2%
531000 PROFESSIONAL FEES & SERVICES	8,500	8,500	1,135.00	.00	4,643.80	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	719.24	.00	19,280.76	500.00	97.6%
543000 REPAIRS & MAINTENANCE	35,000	35,000	892.49	.00	14,907.51	19,200.00	45.1%
557700 ADVERTISING	500	500	.00	.00	.00	500.00	.0%
561400 MAINT SUPPLIES & MATERIALS	25,000	25,000	1,260.48	.00	9,932.52	13,807.00	44.8%
561800 PROGRAM SUPPLIES	15,000	15,000	429.36	.00	5,570.64	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	2,422.46	.00	10,577.54	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	140,949.34	.00	117,112.77	293,702.89	46.8%
TOTAL REVENUES	-203,500	-203,500	-29,456.00	.00	.00	-174,044.00	
TOTAL EXPENSES	755,265	755,265	170,405.34	.00	117,112.77	467,746.89	

Current Fee Schedules & Policies (as of September 2020)

City Service	Insurance	Residents	Bristol Non-Profits	Non-Residents	For-Profit or Non-Bristol Organizations
Field Rentals	COI Required	*Youth*-FREE Adults $25.00/per practice/game $35/w lights)	*Youth*- FREE- Adults $25.00/per practice/game $35/w lights)	$25/per practice $100/per game	$25/per practice $100/per game
Muzzy Field Rentals	COI Required	$125/day (+ staffing)	$125/day (+ staffing)	$225/day (+staffing)	$225/day (+staffing)
Pavilion Rentals	N/A	$25 for 4 hours	$50 for 4 hours	N/A	$100 for 4 hours
Park Rental for Special Events	COI Required	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, etc.)	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, etc.)	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, electricity, etc.)	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, etc.)
Showmobile Rental	COI Required	$600+ (depending on services added)	$600+ (depending on services added)	$725+ (depending on services added)	$600+ (depending on services added)
Banner Requests	N/A	$50	$50	N/A	$100

DMAC Rental (includes lifeguards)	COI Required (Private citizen birthday rentals do not require COI)	$180/per hour ($50 facility deposit check)	$100/per hour $200/per hour (outside of operating hours)	$240/per hour ($50 facility deposit check)	$200/per hour $300/per hour (outside of operating hours)

Field/Facility Rentals

Prior to using City parks, facilities and fields a Facility Reservation Request must be submitted and approved through www.bristolrec.com. The Department strives to establish a system for the equitable and orderly distribution of the City of Bristol athletic facilities. The facilities/fields located within the City of Bristol parks system are utilized for multiple sports from season to season and are maintained by the Parks, Grounds and Facilities Division. Once the Facility Reservation Request is submitted, accompanying documentation including proper insurance, league rosters (if applicable), and other documents may be requested by the Parks, Recreation, Youth and Community Services Department prior to a permit being issued. Department staff will be in touch with the organization representative regarding status as soon as possible.

Allocation of Field Time and Fee Schedule: *Field time will be allocated in order of priority. Youth programs take priority over adult programs.*

Priority 1: Bristol Parks, Recreation, Youth and Community Services and Bristol Board of Education programs/events

Priority 2: Bristol based non-profits, 501c (3) organizations and local athletic or sports-affiliated groups

Priority 3: Non-Bristol organizations/non-resident groups and For-profit events

Definitions: *Priority groups are defined as follows*

Priority 1: Any program or event sponsored by the City of Bristol Parks, Recreation, Youth and Community Services Department and Board of Education.

Priority 2: Local non-profit/athletic groups consisting of participants comprised of at least 80% Bristol residents (based on comparable season's actual registrations not the projected percentage).

Priority 3: For-profit and other organizations comprised of 79% or fewer Bristol residents.

There are costs to the City of Bristol for maintaining fields. These fees include maintenance, insurance and administrative oversight. In order to offset some of these costs, a fee schedule has been adopted by the Board of Park Commissioners.

Fees for Priority 1 Groups

- No charge

Fees for Priority 2 Groups

- ***Youth organizations*** in priority 2 will not be assessed a fee.
- ***Adult organizations*** in priority 2 will be charged $25.00/per practice, $35.00/per practice/game for fields with lights.

Fees for All Priority 3 Groups

1 field…….. $25.00/per practice (2 hours)

1 field…….. $100.00/per game (4 hours)

**Additional charges may be assessed at the discretion of the Superintendent of Parks and Recreation (i.e. lights/electricity, bathrooms, maintainers, police, etc.)*

Field/Facility Rentals Online Form Information

Organization Name: _____

Full Name of Applicant: _____

D.O.B.: _____

Job Title (if on behalf of the organization): _____

Mailing Address: _____ City/Town: _____

State: _____ Zip: _____ E-mail: _____

Phone Number: (Home) _____ (Cell) _____

Secondary Contact: _____ Title: _____

Mailing Address: _____ Town: _____

State: _____ Zip: _____ E-mail: _____

Phone Number: (Home) _____ (Cell) _____

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: _____ Date: _____

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		
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

Field Use Application: **Approved** ____ **Denied** _____

Field Use Rules & Regulations: The following is a list of rules and regulations for use on city fields. The list is not meant to be all-inclusive and additional rules may be enforced if the Bristol Parks, Recreation, Youth and Community Services Department and Board of Park Commissioners deem the behavior is in violation of safety of users or health and well-being of the property.

1) Any acts that put participants in danger or potential danger (i.e. driving/parking vehicles on the fields) are strictly prohibited.
2) Any abuse or damage of city property (i.e. tearing up the field, littering, and purposeful breaking of equipment) are strictly prohibited.
3) Use of fields without a permit or during a time when the Parks and Recreation Department has closed a field due to weather or maintenance.
4) Field permits are exclusively for the organization listed on the permit. Subletting field time or usage to other organizations is not permitted for any reasons.
5) Use of illegal drugs, alcohol, smoking and loud, vulgar, confrontational language are not permitted on city fields and recreational spaces or its immediate vicinity.
6) Any illegal acts in the parks, playgrounds, open space areas and flood plains.
7) User groups are not permitted to engage in any form of field maintenance (i.e. raking, sweeping, applying drying agents, etc.).
8) Any and all maintenance of City of Bristol athletic fields will be performed by city staff. Groups/organizations/teams having specific requests for maintenance will include them in the Facility Reservation Request. City staff will make its best attempt to complete such request with consideration to time, staffing and weather conditions. The city reserves the right to support or deny the request. Additional charges may be assessed to the renting organization.
9) All Youth Athletic organizations must comply with state standards and state statutes for concussion education and awareness.
10) City of Bristol is not responsible for any items left or stored on facility grounds by Applicant.
11) Applicants must compile with all municipal ordinances, regulations and policies.
12) A Certificate of Insurance naming the City of Bristol as additionally insured is required and must be submitted prior to use. The COI must conform to the city's insurance policies indicated in the section below.
13) *Special Note:* All groups using Wilson Field for softball are required to park only on the side of Fifth Street and Sixth Street that is nearest to the field. Please inform the players, parents and opponents.

Weather Closure/Unsafe Field Conditions: The Bristol Parks, Recreation, Youth and Community Services Department reserves the right to close fields due to inclement weather or unsafe conditions at any time. Fields are inspected by city staff and cancellation decisions are made by the Superintendent or designee. The city is committed to optimizing the quality of fields, ensure safety, minimize injury, and reduce damage to fields that lead to costly repairs. If you are uncertain of the status of a field, please call the Parks, Recreation, Youth and Community Services Office at 860-584-6160.

Determining to play on athletic fields is a crucial decision impacting the conditions and sustainability of a field. Fields are closed to avoid injury and damage to players and to the playing surface. Choosing to play on a wet field or the vigorous attempt to dry a wet field are major reasons fields are damaged.

An athletic field should be considered **closed** if any of the following conditions exist:

- There is standing water present on any part of the field that cannot be removed without causing damage to the field.
- There are muddy conditions present that will not dry by the start of the game.
- While walking on the field water can be seen or heard with a footstep.
- While walking on the field of play, any impression of your footprint is left in the surface
- If water gathers around the sole of a shoe or boot on any portion of the field.
- Standing water occurs because the ground is saturated. Removing standing water does not eliminate the saturation. It is the saturation and not standing water that causes damage and unsafe conditions.
- Unsafe weather conditions exist including but not limited to thunder, lightning, hail, etc.

Safety Plans: A supervisor of an activity involving young people has the responsibility to ensure that conditions exist to promote the highest degree of safety possible. For example: higher than anticipated attendance; small children unattended; first aid provisions; etc. Facility users must take appropriate precautions, such as providing onsite medical staff, first aid kits, and/or the ability to contact emergency services. Additionally, the rental organization is responsibility for coordinating temporary bathroom needs including port-o-johns. These services are the responsibility of the organization renting the facility.

Progressive Discipline for Violation of Rules & Regulations: The City of Bristol Parks, Recreation, Youth and Community Services Department and the Board of Park Commissioners have adopted the following rules and regulation for use on all city fields and recreational spaces. These rules must be observed by all members of an organization including coaches, parents, and participants. In the event that any members of the user groups are in violation of the rules, these groups are subject to suspension or expulsion from use of city fields. In the event of suspension or expulsion from city fields, user groups will not be refunded any fees paid. The following progressive discipline will be used:

First Violation: Written warning from the Superintendent to the organization head (as listed on this application form).

Second Violation: Final written warning from the Superintendent

Third Violation: Suspension or expulsion from use of city fields. Organization leader will be required to meet with the Board of Park Commissioners to discuss restoring field access for their group.

Note: Depending on the severity of the issue, discipline may begin at any level including suspension or expulsion from the fields at the discretion of the Superintendent and the Board of Park Commissioners. The Bristol Police Department has enforcement authority over park rules and ordinances.

Certificate of Liability Insurance Requirements

All organizations, teams or leagues must agree to maintain in force at all times during the term of this Use Agreement the following minimum coverage and shall name the City of Bristol Parks, Recreation, Youth and Community Services Department, its Agents, Officials and Volunteers as Additional Insureds on a primary and non-contributory basis. All policies must also include a Waiver of Subrogation. An original, completed Certificate of Insurance must be provided to the city prior to use of facilities.

Commercial General Liability:

- General Aggregate Limit…….....$2,000,000
- Each Occurrence for Bodily Injury, and Property Damage…….$1,000,000

Additional Insured:

The City of Bristol shall be named as an additional insured and this coverage shall be stipulated under "Description of Operations" and shall be worded as follows:

The City of Bristol, its Agents, Officials and Volunteers shall be named as Additional Insureds.

Certificate Holder:

The certificate holder shall be named as:

City of Bristol
Parks and Recreation Department
111 North Main Street
Bristol, CT 06010

Concession Agreements

In order to meet the needs of our park visitors, the Bristol Parks, Recreation, Youth and Community Services engages in contracts with qualified vendors to provide concession services in our parks. A RFP (Request for Proposal) is issued and vendors are selected and approved by the Board of Park Commissioners. The City of Bristol reserves the right at any time to terminate the contracts by giving

thirty (30) days' notice to the Concessionaire. The Board of Park Commissioners establishes and approves the fee schedule for concessionaires.

Muzzy Field Rentals

Muzzy Field is considered a premier sports facility for the City of Bristol. Significant man power and resources are dedicated to the facility on an annual basis. The stadium is home to the Bristol Blues and the American Legion baseball teams. Through a multi-year contract with the city, the Bristol Blues has first access (after Parks, Recreation, Youth and Community Services sponsored programs) and a number of associated privileges. Other user groups including the Board of Education can request use of Muzzy Field through www.bristolrec.com. The department strives to accommodate requests to make the stadium available to as many Bristol youth as possible. Due to the level of maintenance required and the facility being locked, additional staffing fees are assessed to user groups.

Pavilion Rentals

Residents and user groups may submit requests for private use of 13 park pavilions and picnic areas. This includes 4 spaces at Rockwell Park, 4 spaces at Page Park, 1 space at Stocks Playground, 2 spaces on the Veterans Memorial Boulevard, 1 space at Federal Hill Green and 1 space at Brackett Park. All spaces are reserved on a first-come, first-serve basis. Pavilions may be requested starting January 1st for the following year. Pavilions are only rented to Bristol residents and non-profits. In February 2019, the Board of Park Commissioners approved a fee schedule for use of the pavilions in order to help off-set clean-up and maintenance costs. For a 4 hour rental the fee is $25.00 for Bristol residents, $50.00 for non-profits and $100.00 for Bristol For-Profits.

No alcohol is permitted on park property. Charcoal grills or open flames are not permitted. Gas grills are allowed.

Special Event Rentals

Community organizations are permitted to use the parks for special events throughout the year. For large scale events (gatherings of 50+ people), planners must complete a special event application. The application includes detailed information regarding expected attendance, type of event, activities involved, layout of activities, and more. Depending on the scope of the event, the Parks, Recreation, Youth and Community Services Department will circulate the special event application to necessary city departments including Public Works, Police, and Fire. Depending on the nature and scope of the event, the applicant may be required to present to the Board of Park Commissioners for approval. Long standing annual events do not require annual approval unless there are substantial changes that warrant board review. Presently there are no established fees for special events but organizations are responsible for covering the costs of city staff at events. The City of Bristol reserves the right to determine the type of city employees needed and how many are required at the event.

Banner Requests

Bristol organizations may request an event banner be hung on the entrance of the Veterans Memorial Boulevard and above the concession stand at Muzzy Field (Veteran's events take priority over all other requests at the Boulevard) for a 2 week period in advance of their event. In February 2019, the Board of Park Commissioners adopted a fee schedule of $50.00 for non-profits and $100.00 for for-profits. Additionally, banners must be no more than 10 feet wide and must be at least 3 feet high. Banners must be made of lightweight material and must be properly vented (mesh or crescent flaps). Requests and payment are made directly through www.bristolrec.com. The form below is the information requested of applicants online.

The Board of Park Commissioners will consider special requests for banners, plaques and signs upon written request. Plaques should be made of stone, granite or bronze. Other materials may be considered by the Board.

Reference: City Charter Section 43 (f), (k)

City Ordinance 16-2 (d)

Minutes #27, #67

BANNER REQUEST FORM

(Must be completed 30 days prior to event)

1. Requests will be considered for BRISTOL EVENTS ONLY with Veteran's events taking priority. Banners must only announce special events to benefit the general Bristol community.
2. This form must be received by the Superintendent one month prior to the event with a copy of the banner layout. Upon approval, the banner and payment can be brought to the Bristol Parks, Recreation, Youth and Community Services Department.
3. Banners advertising a non-profit event will cost $50 to display. Banners advertising a for-profit event will cost $100 to display. The Superintendent will have the final decision as to whether an event is for-profit or non-profit.
4. All banners must be made of lightweight weatherproof material and must be properly vented (mesh or crescent flaps). Banners must be at least three (3) feet wide and no longer than ten (10) feet long.
5. Banners may only be displayed for two (2) weeks.
6. The Bristol Parks, Recreation, Youth and Community Services Department will not be responsible for damage that may occur to the banner, nor can the department be responsible to provide an exact date in which the banner will be put up.
7. Organizations are responsible for picking up banners within fourteen (14) business days of the banner being taken down. You will be contacted by the Parks, Recreation, Youth and Community Services Department when your banner is removed.

Organization Name:
_____

Contact Person: _____D.O.B_____

Address: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Email Address: _____

Description of Event: _____

Non-Profit Event For Profit Event

Banner Requested to Hang from _____ to _____ Banner Size: _____

(Date) (Date)

Brief Description of Banner Content: _____ (Date)

Showmobile

The Parks, Recreation, Youth and Community Services Department owns and operates a 28ft x 52ft showmobile with stage extensions, lighting and sound. The showmobile is used for the Recreation Divisions popular Summer Concert Series and is rented out to a variety of organizations throughout the year. Effective 2019, showmobile requests may be made directly through www.bristolrec.com. Due to the complex nature of the showmobile a number of fees apply. This includes a $400.00 transportation fee, a $200.00 rental fee, a park attendant for $50.00/hr, and optional sound and lighting technicians for $25.00/hr. An additional $125.00 fee is added for events taking place outside of Bristol (within 60 miles). When feasible, the transportation fee may be waived if the delivery is during the regular working day. Showmobile requests are now made online through www.bristolrec.com. The following information is requested of applicants.

Showmobile Request Form

Applicant's Name:
_____

Organization Name: _____

Street Address:_____

City_____ Zip Code _____ Phone_____E-mail: _____

Name of Event:_____

Event Description:
_____
_____

Estimated Number of People Attending_____

Date (s) of Event: _____ Rain Date:_____

Setup Time:_____ Take Down Time: _____

Hours of Event: From_____ To:_____

Hours of Event: From_____ To:_____

Exact Location For Showmobile Use (include address):_____
_____

Showmobile Rental-Terms of Use

A. Showmobile Request Forms must be received by the Parks, Recreation, Youth and Community Services Department thirty (30) days in advance of the rental date.
B. The Superintendent (and if necessary, the Parks Board) will review and approve the request. The City reserves the right to refuse rental of the Showmobile for any event deemed a potential hazard to the Showmobile or its operators or any event deemed not in the best interest of the City of Bristol or the general public.
C. Rental group must have a representative present at the site at the time the unit is scheduled to arrive. This representative is to direct placement of the unit and to accept delivery on any equipment rented by the user for the activity. The user will be charged if Showmobile has to be relocated after original placement.
D. **Do Not Open, Close Or Move Showmobile.** The Showmobile cannot be opened or left open with any wind's over 20 mph. It will be at the discretion of the Park Attendant when to close the Showmobile.
E. **Damage:** Any damage to the Showmobile or equipment used with the Showmobile for a performance will be repaired or replaced at the expense of the organization responsible for making the agreement of use with the Parks, Recreation, Youth and Community Services Department. Damage caused by negligence or misuse by performers or unsupervised audience members will be the responsibility of the sponsoring organization.
F. **Payment:** Payment must be made in full at least 2 weeks prior to the event. If payment is not received the City reserves the right to cancel the reservation. Payment may be made via Check or Credit Card.
G. **Insurance:** The City of Bristol requires submission of a Certificate of Insurance ten (10) days prior to delivery date.

City of Bristol Insurance Requirements:

A. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events: **$1,000,000 per occurrence, $2,000,000 aggregate coverage for general liability.**

B. The City of Bristol must be named on the Certificate of Insurance as **additional insured** under the general liability policy for the event.
C. The Certificate of Insurance must include the name of the special event, date, time and location.
D. The City of Bristol reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
E. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements**.

Showmobile Fee Schedule

Service	**Proposed Rates**
Transportation TO and FROM event site	$400.00/flat
Outside of Bristol Travel Fee (within 60 miles)	$125.00/flat
Rental Fee	$200.00/flat
Park Attendant-Showmobile Operator (required)	$50.00/hr
Sound Technician *(optional)*	$25.00/hr
Lighting Technician *(optional)*	$25.00/hr

Signed: _____ Date_____

My signature acknowledges that I have read the terms of use and agree that the terms will be met including rental payment at least 2 weeks prior to the rental or the dates will be revoked.

Office Use Only:

- ☐ Completed Showmobile Request Form
- ☐ Certificate of Insurance naming the City of Bristol as additionally insured
- ☐ Payment. Checks payable to Bristol Parks and Recreation