



City of Bristol  
Board of Park Commissioners

**INFORMATION TO ACCESS THIS MEETING**

<https://bristolct-gov.zoom.us/j/81712509452?pwd=indaPfDaVNblYh8285k3xMCyPvRbd.>

<sup>1</sup>  
Meeting ID: 817 1250 9452  
Passcode: 197181

Ladies and Gentlemen:

The regular meeting will be held on Wednesday, January 17, 2024, at 6:00 PM in Meeting Room 1-2 in City Hall, 111 North Main Street, Bristol, Connecticut.

1. Call to Order
  - a. Pledge of Allegiance
  - b. Attendance
2. Approval of Minutes
  - a. Approval of Minutes: December 20, 2023 Regular Meeting Minutes
3. Public Participation
4. Superintendent's Report
  - a. Monthly Division Updates
  - b. Project Updates
  - c. Department Financials
5. Old Business
  - a. By Commissioners
6. New Business

- a. Annual Review of Roles and Responsibilities of Commissioners
  - b. Annual Conflict of Interest Policy
  - c. Award Contract to Daren's Ice Cream in the Amount of \$851.01 for Concession Services at Page Park
  - d. Award Contract to Doda's Ice Cream in the Amount of \$3,000.02 for Concession Services at Rockwell Park
  - e. Approval of the 2024 All Heart Parks Advocate of the Year Award Program
  - f. Approval to Submit Grant Application for The Land and Water Conservation Fund Outdoor Recreation and Legacy Partnership Program to Support Rockwell Park Renovation Project and to Review Subsequent Plans
  - g. Partnership WiFi in Parks through Fiber with GoNetspeed
  - h. By Commissioners
7. Reports and Committee Reports
- a. Fund Development Committee
  - b. Policy Committee
  - c. Finance Committee
  - d. City Council Liaison Updates

8. Adjournment

PER ORDER OF THE CHAIRPERSON  
*Jeff Caggiano, Mayor*



**PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES**

Board of Park Commissioners

Board of Park Commissioners

Wednesday, December 20, 2023 at 6:00 p.m.

City Hall – 111 N. Main Street

<https://bristolct-gov.zoom.us/j/8648389723>

Regular Meeting Agenda

**1. Call to order**

- a. Mayor Caggiano called the meeting to order at 6:00 p.m.
- b. Attendance

Present: Mayor Jeffrey Caggiano, Chair  
Robert Fiorito, Vice Chair  
Sandra Bogdanski, Commissioner  
Cynthia Donovan, Commissioner  
Leonard Lamothe, Commissioner  
Emily Michaud, Commissioner  
Robert Lawson, Commissioner

Sarah Larson, Deputy Superintendent  
Dr. Joshua Medeiros, Superintendent  
Marie O'Brien, Board of Finance Liaison

Absent: Andrew Howe, City Council Liaison

**2. Acceptance of meeting minutes**

- a. **MOTION:** Made by Commissioner Fiorito to accept the December 20, 2023 Regular Meeting Minutes.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.

**3. Public participation:**

- a. **MOTION:** Made by Commissioner Fiorito to move New Business item 6 a, 6 e, 6 f, 6g & 6h to public participation.

Seconded by: Commissioner Donovan, all in favor; motion carried.

- i. Item 6a- Walter Lewandoski from Bristol Arts & Culture Commission presented "Locks at Stocks" and asked for the Commission's permission to have sculpture placed at Stocks playground; discussion followed.

**MOTION:** Made by Commissioner Fiorito to conceptually approve "Locks at Stocks" with details to be further vetted.

Seconded by: Commissioner Bogdanski, all in favor; motion carried.

ii. Item 6e- Kelly Anelli, President of Bristol Youth Football & Cheer presented the leagues new proposed lease agreement to the commission; discussion followed.

iii. Item 6f, 6g, & 6h- Bristol Little League and Bristol Girls Little League Softball, presented their new proposed lease agreement and review the new Memorandum of understanding; discussion followed.

**MOTION:** Made by Commissioner Donovan to conceptually approve the new lease agreements with changes made surrounding closeout.

Seconded by: Commissioner Michaud, all in favor; motion carried.

#### 4. Superintendent's Report

a. **MOTION:** Made by Commissioner Donovan to accept and place the Superintendent's Report on file.

Seconded by: Vice President Fiorito, all in favor; motion carried.

#### 5. Old business

a. By Commissioners:

- i. Commissioner Lamothe, inquired about the beams at Perry.
- ii. Commissioner Lamothe provided an update on the cannon that will be delivered 11/16/2023 and asked if it was possible to run power to the cannon.
- iii. Commissioner Lamothe, Thanked the Parks crew for their work to prepare Muzzy for the Thanksgiving Game.
- iv. Mayor Caggiano, provided feedback from the public surrounding "The Night of Lights" Event; discussion followed.

#### 6. New business

b. Superintendent Medeiros presented the 2023 Annual Report.

**MOTION:** Made by Commissioner Fiorito to approve of the 2023 Bristol Parks, Recreation, Youth & Community Services Department Annual report.

Seconded by: Commissioner Bogdanski, all in favor motion carried.

c. **MOTION:** Made by Commissioner Donovan to approve the 2024 Board of Park Commissioner Meeting Calendar

Seconded by: Commssioner Lamothe, all in favor; motion carried.

d. Motion: Made by Vice Chair Fiorito to approve the FY 24-25 Proposed Parks & Recreation Budget and refer to the Comptroller's Office.

Seconded by: Commissioner Donovan, all in favor; motion carried.

#### 7. Committee reports

a. Fund Development Committee: Chair Bogdanski provided details and logistics of the 2024 Dinner on the Diamond event and reviewed sponsorship packets; discussion followed.

b. Policy Committee: No update

c. Finance Committee: Chair Fiorito provided an update; discussion followed.

**8. Adjourn**

- a. **MOTION:** Made by Vice Chair Fiorito to adjourn the meeting at 7:49 p.m.  
Seconded by: Commissioner Lamothe; all in favor; motion carried.

Respectfully submitted,  
Aubrey Minkler  
Recording Secretary  
Board of Park Commissioners

DRAFT



**Superintendent Report**  
**Board of Park Commissioners**  
 January 17, 2024

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

- Mechanic Michael Dinice started with the Parks Division in December following the retirement of Walt Kalbach. He has begun implementing a preventative maintenance program with department vehicles and equipment.
- Matthew D’Amato, Park Maintainer, received his CDL license. As a result, the parks division now have 3 CDL drivers.
- Parks crew have completed 90% of leaf clean up in the parks system. As winter progresses the crew will continue to take advantage of good weather to complete the cleanup.
- Renovations to the Rockwell Park Dog Park began, with the clean-up and removal of dead and hazard trees. Additional renovations will continue throughout the winter with modified fencing, re-grading of slopes, and additional features.

<b>Accucom Work Order System</b>	<b>December 2022</b>	<b>December 2023</b>
Work Orders Submitted	N/A	4
Work Orders Closed in December	N/A	6
Work Orders Still Open	N/A	30

**II. Recreation Division Highlights**

- Recreation Supervisor and Recreation Program Assistant met with the members of the Bristol Retiree Golf League to discuss possible location alternatives for the 2024 league.
- Preparation for Summer Camps have already begun. A majority of the field trips for Summer of 2024 have already been booked and staff recruitment has begun.
- Recreation Program Assistant attended the SCSU career night in New Haven to promote the Recreation Division summer part-time positions. The BPRYCS booth had a decent amount of visitors and gained some interest from the students attending the event.
- Recreation Supervisor met with Mike Trevail from Winding Trails to address the staff/facilitator shortage within the adventure park industry. We are working on plans to create a pool of interested facilitators to split between the two courses.

<b>Recreation &amp; Event Measures</b>	<b>December 2022</b>	<b>December 2023</b>
# of youth engaged in recreation programs	222	55*
# of adults engaged in recreation programs	118	148**
Total # of recreation programs running	18	11

*\*Number is lower than previous years because the majority of our youth programs ended in November. We saw last year that a lot of individuals were missing December classes due to*

travel and holiday breaks, so we aligned our program calendar to have most programs end the last week of November.

*\*\*Number only accounts for team captain within the co-ed volleyball league. The number also doesn't include the large amount of drop in participants within the volleyball open gym program. Number is actually higher than listed with other members of the team and drop ins.*

**III. Aquatics Division Highlights**

- Aquatics Division staff taught and certified 14 new lifeguards and Water Safety Instructors in December helping to bolster our staffing availability for lifeguards and swim lesson instructors.
- The Splash Team is currently undefeated in the Yankee League, and will continue to complete through March.
- Nearly 30 families participated in the annual Scuba Santa at the Dennis Malone Aquatics Center on December 2<sup>nd</sup> and 3<sup>rd</sup>. Members on the Region 5 Dive Team assisted Santa in pool.

Aquatics Measures	December 2022	December 2023
# of visits to the Dennis Malone Aquatics Center	1023	1013
# of pool memberships sold	46	40
# program participants	549	638

**IV. Outreach, Marketing, and Event Highlights**

- BPRYCS published the 2024 Annual Report, complete with the 2023 Impact Report, financial overview, highlights and stories, and invaluable partners.
- BPRYCS held the Night of Lights event at the Open Field on Memorial Boulevard on Saturday, December 16th. WTIC Radio kicked off the evening and community members enjoyed Kwanzaa, Hanukah, and Christmas carols prior to the community tree lighting. Community members were also able dedicate a luminary, meet Santa, as well as purchase hot chocolate to benefit the Holiday Gift Giving Program.
- Bill Foelsch from the American Academy of Parks and Recreation Administration presented the National Gold Medal Finalist Award to department staff before the Mayor and City Council on Tuesday, December 12<sup>th</sup>.

Outreach, Marketing, and Event Measures	December 2022	December 2023
Unique # of visits to the Parks Project Portal	N/A	92
Total # of e-mails sent	7	11
% of emails opened	46%	47%
Email click rate	2%	2%

### Upcoming Special Events- Save the Date

<b>Event Name</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Community Conversation: One Degree of Separation at Downtown Live	January 20, 2024	6:00 PM – 8:30 PM	Rockwell Theater (Located within BAIMS)
UConn Men's Basketball Bus Trip	February 3, 2024	7:30 AM – 8:30 PM	Depart from Bristol Eastern High School
Downtown Live presents Animaniacs: IN CONCERT!	February 17, 2024	6:00 – 7:30 PM	Rockwell Theater (Located within BAIMS)
Downtown Live presents Funny Women of a Certain Age	March 9, 2024	7:00 – 9:00 PM	Rockwell Theater (Located within BAIMS)
Downtown Live presents The Magic School Bus - Lost In The Solar System	March 30, 2024	3:00 – 4:15 PM	Rockwell Theater (Located within BAIMS)

**Active Parks, Recreation, Youth and Community Services Capital Improvement Projects (Updated: 1/11/2024)**

Project Name	Description	Status	Cost Estimates	Funding Source(s)	Target Completion
Kern Park Planning & Improvements	Design and construction of site improvements	Substantial progress has been completed including trail establishment, removal of the courts, and the Sims Road entrance. Planting of the pollinator garden and additional site finishing's are expected in spring 2024.	\$63,000 FHI Studios; \$215,800 Stonehedge Landscaping	\$300,000- ARPA	Spring 2024
Perry J. Spinelli- (Structural Improvements)	Structural improvements to the foundational beams per structural engineer assessment	The project is out to bid with a closing date of 1/31/24. A pre-bid meeting is scheduled for 1/22. Anticipate being under contract in the winter with work commencing in the spring.	Rough estimate of \$400,000	Estimated \$400,000- CIP- Page Park (3027010)	Spring 2024
Page Park Revitalization	Utilize the Page Park master plan to fully renovate the park.	Page Park renovations are currently moving through city permitting processes. Inland Wetlands approved the project at 12/4 meeting and the public hearing for Planning & Zoning board is scheduled for 1/29 at 6pm. At this time, we remain on track to go out to bid for the project in late spring/early summer with construction anticipated to begin late 2024.	\$13.6 million	\$18 million- CIP (3027010)  <i>*Increased per latest estimates of construction industry/materials</i>	TBD 2026
Seymour Park Playground Improvement	Playground replacements for priority sites: Federal Hill Green, Seymour Park, Wilson's Field, and Peck Park	The Seymour Park castle/ship playground is in production. We anticipate install as soon as the weather breaks in the spring TBD April. Additionally, landscaping plans are being developed to complete the site. A grand re-opening is expected TBD late spring 2024.	\$172,786 Kompan	\$172,838- LOCIP (1347000-22L01) & Various equip (0017021-589100)	Spring 2024
Veterans Memorial Boulevard Enhancements	ADA site improvements and site enhancements including removal of tennis courts, creation of urban garden, and a prefabricated bathroom.	DPW is assisting with design of the ADA site improvements, pathways and bathroom as final components of the project. They are conducting survey work over the winter, followed by design plans. Pending schedule conflicts with DPW we are hopeful to be out to bid on this project by the summer.	\$37,000- removal/garden \$130,000- prefabricated bathroom estimates	\$37,000- CT Urban Forest Council Grant (1067021-22G47), \$300,000- ARPA (3077011-22C20)	Summer 2024



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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0017021 PARKS ADMINISTRATION

001 -20-70-7021-0000-000-480003-	-400,000	PARK TRUST FUNDS 0	-400,000	-234,016.00	.00	-165,984.00	58.5%*
001 -20-70-7021-0000-000-480004-	-23,330	PARK TRUST GOODSSELL INCOME 0	-23,330	-13,510.00	.00	-9,820.00	57.9%*
001 -20-70-7021-0000-000-514000-	401,460	REGULAR WAGES & SALARIES 0	401,460	180,958.99	.00	220,501.01	45.1%
001 -20-70-7021-0000-000-515100-	6,000	OVERTIME WAGES & SALARIES 0	6,000	2,491.47	.00	3,508.53	41.5%
001 -20-70-7021-0000-000-515200-	41,385	PARTTIME WAGES & SALARIES 0	41,385	17,992.88	.00	23,392.12	43.5%
001 -20-70-7021-0000-000-531000-	28,080	PROFESSIONAL FEES & SERVICES 0	28,080	20,080.28	1,014.00	6,985.72	75.1%
001 -20-70-7021-0000-000-541000-	11,000	PUBLIC UTILITIES 0	11,000	5,679.77	5,320.23	.00	100.0%
001 -20-70-7021-0000-000-541100-	800	WATER & SEWER CHARGES 0	800	307.54	492.46	.00	100.0%
001 -20-70-7021-0000-000-543000-	1,500	REPAIRS & MAINTENANCE 0	1,500	730.62	969.38	-200.00	113.3%*
001 -20-70-7021-0000-000-552100-	73,000	LIABILITY INSURANCE 0	73,000	80,411.45	.00	-7,411.45	110.2%*
001 -20-70-7021-0000-000-553000-	4,000	TELEPHONE 0	4,000	2,283.44	1,716.56	.00	100.0%
001 -20-70-7021-0000-000-553100-	600	POSTAGE 0	600	106.38	.00	493.62	17.7%
001 -20-70-7021-0000-000-557700-	8,000	ADVERTISING 0	8,000	898.53	860.00	6,241.47	22.0%
001 -20-70-7021-0000-000-561800-	2,500	PROGRAM SUPPLIES 0	2,500	1,939.87	35.37	524.76	79.0%
001 -20-70-7021-0000-000-562200-	3,200	NATURAL GAS 0	3,200	1,258.92	1,941.08	.00	100.0%
001 -20-70-7021-0000-000-569000-	2,000	OFFICE SUPPLIES 0	2,000	2,108.22	954.60	-1,062.82	153.1%*
001 -20-70-7021-0000-000-581120-	7,500	CONFERENCES & MEMBERSHIPS 0	7,500	6,905.50	465.00	129.50	98.3%
001 -20-70-7021-0000-000-583120-	15,000	ARTS & CULTURE COMMISSION 0	15,000	4,185.38	921.10	9,893.52	34.0%
001 -20-70-7021-0000-000-589100-	0	MISCELLANEOUS 212,493	212,493	13,391.95	99,053.87	100,047.39	52.9%
TOTAL PARKS ADMINISTRATION	182,695	212,493	395,188	94,205.19	113,743.65	187,239.37	52.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
TOTAL GENERAL FUND	182,695	212,493	395,188	94,205.19	113,743.65	187,239.37	52.6%
TOTAL REVENUES	-423,330	0	-423,330	-247,526.00	.00	-175,804.00	
TOTAL EXPENSES	606,025	212,493	818,518	341,731.19	113,743.65	363,043.37	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	182,695	212,493	395,188	94,205.19	113,743.65	187,239.37	52.6%
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\*\* END OF REPORT - Generated by Joshua Medeiros \*\*

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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0017022 PARKS GROUNDS & FACILITIES

001 -20-70-7022-0000-000-450311-	-30,000	MUZZY FIELD RENTALS 0	-30,000	-29,515.00	.00	-485.00	98.4%*
001 -20-70-7022-0000-000-450321-	-20,700	RENTALS 0	-20,700	-10,473.50	.00	-10,226.50	50.6%*
001 -20-70-7022-0000-000-450322-	-7,000	CONCESSION & MISC 0	-7,000	-50.00	.00	-6,950.00	.7%*
001 -20-70-7022-0000-000-450400-	0	MISC CHARGES FOR SERVICES 0	0	-100.00	.00	100.00	100.0%
001 -20-70-7022-0000-000-514000-	1,097,545	REGULAR WAGES & SALARIES 34,855	1,132,400	554,279.99	.00	578,120.01	48.9%
001 -20-70-7022-0000-000-515100-	120,000	OVERTIME WAGES & SALARIES 3,600	123,600	58,242.75	.00	65,357.25	47.1%
001 -20-70-7022-0000-000-515200-	50,500	PARTTIME WAGES & SALARIES 0	50,500	22,867.36	.00	27,632.64	45.3%
001 -20-70-7022-0000-000-541000-	78,000	PUBLIC UTILITIES 0	78,000	47,795.04	30,204.96	.00	100.0%
001 -20-70-7022-0000-000-541100-	45,000	WATER & SEWER CHARGES 0	45,000	37,416.04	7,583.96	.00	100.0%
001 -20-70-7022-0000-000-542140-	16,000	REFUSE 0	16,000	5,354.92	4,120.48	6,524.60	59.2%
001 -20-70-7022-0000-000-543000-	60,000	REPAIRS & MAINTENANCE 0	60,000	21,409.84	39,307.83	-717.67	101.2%*
001 -20-70-7022-0000-000-543100-	11,000	MOTOR VEHICLE SERVICE & REPAIR 0	11,000	5,731.05	12,409.50	-7,140.55	164.9%*
001 -20-70-7022-0000-000-561400-	95,000	MAINT SUPPLIES & MATERIALS 0	95,000	35,325.20	66,707.37	-7,032.57	107.4%*
001 -20-70-7022-0000-000-562100-	18,000	HEATING OIL 0	18,000	5,004.44	13,297.54	-301.98	101.7%*
001 -20-70-7022-0000-000-562600-	37,000	MOTOR FUELS 0	37,000	16,307.43	500.00	20,192.57	45.4%
001 -20-70-7022-0000-000-563000-	21,000	MOTOR VEHICLE PARTS 0	21,000	9,499.01	8,856.95	2,644.04	87.4%
001 -20-70-7022-0000-000-563100-	3,500	TIRES 0	3,500	119.00	3,381.00	.00	100.0%
001 -20-70-7022-0000-000-570905-	10,000	SMALL EQUIPMENT 0	10,000	5,041.39	7,108.61	-2,150.00	121.5%*
001 -20-70-7022-0000-000-581120-	4,000	CONFERENCES & MEMBERSHIPS 0	4,000	4,018.02	.00	-18.02	100.5%*
001 -20-70-7022-0000-000-581200-	4,000	VANDALISM 0	4,000	414.50	550.00	3,035.50	24.1%
TOTAL PARKS GROUNDS & FACILITIES	1,612,845	38,455	1,651,300	788,687.48	194,028.20	668,584.32	59.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13								
ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL GENERAL FUND		1,612,845	38,455	1,651,300	788,687.48	194,028.20	668,584.32	59.5%
TOTAL REVENUES		-57,700	0	-57,700	-40,138.50	.00	-17,561.50	
TOTAL EXPENSES		1,670,545	38,455	1,709,000	828,825.98	194,028.20	686,145.82	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	1,612,845	38,455	1,651,300	788,687.48	194,028.20	668,584.32	59.5%
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\*\* END OF REPORT - Generated by Joshua Medeiros \*\*

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>0017023 RECREATION</b>							
001 -20-70-7023-0000-000-450105-	-293,000	PROGRAM FEES 0	-293,000	-234,656.83	.00	-58,343.17	80.1%*
001 -20-70-7023-0000-000-514000-	137,280	REGULAR WAGES & SALARIES 0	137,280	64,182.72	.00	73,097.28	46.8%
001 -20-70-7023-0000-000-515100-	500	OVERTIME WAGES & SALARIES 0	500	1,031.61	.00	-531.61	206.3%*
001 -20-70-7023-0000-000-515200-	342,000	PARTTIME WAGES & SALARIES 0	342,000	222,099.76	511.40	119,388.84	65.1%
001 -20-70-7023-0000-000-531000-	125,000	PROFESSIONAL FEES & SERVICES 0	125,000	87,419.93	22,732.00	14,848.07	88.1%
001 -20-70-7023-0000-000-561800-	32,000	PROGRAM SUPPLIES 0	32,000	4,008.80	14,011.72	13,979.48	56.3%
001 -20-70-7023-0000-000-581120-	1,250	CONFERENCES & MEMBERSHIPS 0	1,250	1,310.00	.00	-60.00	104.8%*
TOTAL RECREATION	345,030	0	345,030	145,395.99	37,255.12	162,378.89	52.9%
TOTAL GENERAL FUND	345,030	0	345,030	145,395.99	37,255.12	162,378.89	52.9%
TOTAL REVENUES	-293,000	0	-293,000	-234,656.83	.00	-58,343.17	
TOTAL EXPENSES	638,030	0	638,030	380,052.82	37,255.12	220,722.06	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	345,030	0	345,030	145,395.99	37,255.12	162,378.89	52.9%
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMNTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>0017024 AQUATICS</b>							
001 -20-70-7024-0000-000-450103-	-203,500	0	-203,500	-149,864.50	.00	-53,635.50	73.6%*
001 -20-70-7024-0000-000-514000-	224,655	0	224,655	110,126.10	.00	114,528.90	49.0%
001 -20-70-7024-0000-000-515100-	5,000	0	5,000	2,885.65	.00	2,114.35	57.7%
001 -20-70-7024-0000-000-515200-	475,000	0	475,000	277,857.48	.00	197,142.52	58.5%
001 -20-70-7024-0000-000-531000-	8,500	0	8,500	2,904.20	2,892.50	2,703.30	68.2%
001 -20-70-7024-0000-000-541000-	45,000	0	45,000	7,093.96	37,906.04	.00	100.0%
001 -20-70-7024-0000-000-541100-	18,000	0	18,000	8,990.91	9,009.09	.00	100.0%
001 -20-70-7024-0000-000-543000-	30,000	0	30,000	5,723.48	17,343.75	6,932.77	76.9%
001 -20-70-7024-0000-000-561400-	20,000	0	20,000	18,544.52	8,530.44	-7,074.96	135.4%*
001 -20-70-7024-0000-000-561800-	15,000	0	15,000	3,532.24	8,850.00	2,617.76	82.5%
001 -20-70-7024-0000-000-562100-	6,000	0	6,000	1,993.62	4,006.38	.00	100.0%
001 -20-70-7024-0000-000-562200-	37,000	0	37,000	13,269.50	23,730.50	.00	100.0%
001 -20-70-7024-0000-000-581120-	2,500	0	2,500	3,306.36	.00	-806.36	132.3%*
TOTAL AQUATICS	683,155	0	683,155	306,363.52	112,268.70	264,522.78	61.3%
TOTAL GENERAL FUND	683,155	0	683,155	306,363.52	112,268.70	264,522.78	61.3%
TOTAL REVENUES	-203,500	0	-203,500	-149,864.50	.00	-53,635.50	
TOTAL EXPENSES	886,655	0	886,655	456,228.02	112,268.70	318,158.28	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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GRAND TOTAL	683,155	0	683,155	306,363.52	112,268.70	264,522.78	61.3%
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\*\* END OF REPORT - Generated by Joshua Medeiros \*\*

## Roles & Responsibilities of the Board of Park Commissioners and Department Staff

<b>Board of Park Commissioners</b>	<b>Superintendent &amp; Staff</b>
<ul style="list-style-type: none"> <li>• Annually reviews and approves the department Policy Manual. Makes recommendations for policy change as appropriate.</li> <li>• Annually reviews, provides input and approves the Superintendent’s budget request and capital planning requests.</li> <li>• Advocates for the department with the general public and at city meetings as appropriate.</li> <li>• May volunteer and assist at department special events and functions.</li> <li>• Serve as ambassadors of the department by promoting the positive benefits of parks and recreation to the greater community.</li> <li>• Approves the Superintendent’s requests to utilize the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation for projects and initiatives.</li> <li>• May approve new large scale special events that involve park closures or closures of the Veterans Memorial Boulevard and Muzzy Field.</li> <li>• Approves long term leases of park fields and recreational spaces.</li> <li>• Approves requests from the Superintendent and/or makes recommendations to utilize the Page May Rockwell Trust B for major repairs or improvements to Page Pool.</li> <li>• Provides input into the Parks and Recreation master plans.</li> <li>• May serve on sub-committees or working groups on various issues as directed by Superintendent and/or the Mayor.</li> <li>• May provide input into the selection process of the Superintendent in the event of a vacancy upon the request of the Mayor.</li> </ul>	<ul style="list-style-type: none"> <li>• Directs the day to day operations of the Parks, Recreation, Youth and Community Services department (BPRYCS).</li> <li>• Oversees and directs the work of division supervisors across 6 divisions including Administration, Parks Maintenance, Recreation, Aquatics, Youth/Community Services, and Arts &amp; Culture.</li> <li>• Oversees department projects and reports the status monthly to the Board.</li> <li>• Develops policy recommendations to the Board.</li> <li>• Sets the department’s goals, objectives and priorities for the year as directed by the Strategic Plan.</li> <li>• Prepares, presents and monitors department operating budget request and capital planning request.</li> <li>• Responsible for all aspects of department personnel including hiring, firing, promoting, evaluating and training.</li> <li>• Establishes recreation program calendar, services and fee structures based on community needs, trends and business practices.</li> <li>• Manages the use of city parks and facilities including approving permit requests from outside groups in alignment with board policy.</li> <li>• Prepares marketing materials to communicate the programs, services and facilities of the department with the public.</li> <li>• Interacts across interdepartmental lines to leverage resources including Police, Public Works, Board of Education, and Comptroller’s office.</li> </ul>

\*The lists are not meant to be all inclusive but rather to illustrate and differentiate the role of a policy board and the work of the department’s Superintendent and staff.



CITY OF BRISTOL  
CONFLICT OF INTEREST ACKNOWLEDGEMENT

I, \_\_\_\_\_ have read Section 6 of Chapter One of the Charter of the City of Bristol, entitled Ethics Board and Conflicts of Interest, as well as Article V of Chapter 2 of the Code of Ordinances of the City of Bristol, Connecticut. I am aware of my duties and obligations under these provisions, and more particularly my duties and obligations with respect to Conflicts of Interests under these provisions and agree to disclose the same and take appropriate actions when presented with a conflict.

Whenever any person appears before this board who has actively participated in appointing or recommending me to this board, I will:

- (1) Disclose such participation for the purpose of the record; and
- (2) Decide whether or not I can sit impartially, and so state for the purpose of the record.

Moreover; should I have a financial or personal interest, either individually or as a member of any group that has a financial or personal interest, direct or indirect, in any contract; transaction or decision of this board, I shall immediately disclose that interest to the board. I shall then vacate the chamber and refrain from voting upon or otherwise participate in the making of said contract, transaction or decision. And I shall within seven (7) calendar days from the date of said disclosure, file a written disclosure of my interest with the town and city clerk in the form and manner of the attached.

For the sake of transparency I voluntarily disclose that:

- I, my spouse, or my dependents have ownership interests in the following properties located in the City of Bristol:
  
  
  
  
  
  
  
  
  
  
- I, my spouse, or my dependents have ownership interests in the following non-publicly traded businesses that conduct may conduct, or have conducted within the past FIVE years business with the City of Bristol:

- I, my spouse, or my dependents have assets in excess of \$50,000 managed by the following entities that conduct business with the City of Bristol:

I further agree to execute this Acknowledgement annually.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

---

Member  
[Signature]

PROPOSAL FORM  
CITY OF BRISTOL, CONNECTICUT 06010



Food Concession Services for Page Park  
RFP 2024-058

Opening: 11:00 am, January 5, 2024  
Purchasing Office  
111 North Main Street  
Bristol, Connecticut 06010

Per the City's Specifications, the undersigned agrees to provide concession services at Page Park for an annual fee payable to the City of Bristol in the amounts as stipulated in Section 2.

851 dollars and 1 cents                      \$ 851.01

The undersigned is familiar with the conditions surrounding this call for proposals bids, is aware that the City reserves the right to reject any and all bids, and is submitting this proposal without collusion with any other person, individual or corporate.

DAREN G CARROLL  
Witness

Daren G Carroll  
Signature

Darens Ice Cream  
Company Name

DAREN G CARROLL  
Printed Name

60 MAWY Hill Rd  
Address

OWNER  
Title

Naugatuck CT 06770  
Town                      State      Zip Code

12/26/23  
Date

046-70-5811  
Business Federal Identification

203 558-5793  
Telephone Number

darencarroll@sbcglobal.net  
Email address

-  
Fax Number

**Food Concession Services-Page Park  
2024-058**

**THIS AGREEMENT**, made on [MONTH AND DAY], 2024, by and between the **CITY OF BRISTOL**, a Municipal Corporation of the State of Connecticut, acting herein by authority of its Board of Park Commissioners pursuant to Sec. 43 of the Charter of the City of Bristol and hereinafter referred to as the “City”, and [VENDOR] whose address is [VENDOR’S ADDRESS], called the “Concessionaire”.

**WITNESSETH:**

**WHEREAS**, the City owns, operates, and maintains certain facilities for recreational activities, which facility is generally known as Page Park Ski Lodge Parking Lot; and

**WHEREAS**, the City desires to make available to the general public and others using the facilities, merchandise, and services for the better accommodation, convenience, and welfare of the general public; and

**WHEREAS**, the City of Bristol has determined that the Concessionaire's proposal to operate the City's facilities is desirable and satisfactory;

**WHEREAS**, the Concessionaire is now ready, willing, and able to provide the merchandise and services.

**NOW, THEREFORE**, in consideration of the covenants and agreements herein contained and of the payments of monies as hereinafter set forth, the parties hereto mutually agree as follows:

1. **Right to Occupancy and Operate:** The City does grant the Concessionaire the exclusive right and the Concessionaire does accept from the City the exclusive right and agrees to operate concessions (more fully defined below) at the concession site known as Page Park Ski Lodge Parking Lot, Bristol, Connecticut.

**RETURN THIS FORM IMMEDIATELY!**

City of Bristol, Connecticut  
Acknowledgment: Receipt of RFP Documents

RFP Number: **2024-058**

Title: **Food Concession Services for Page Park**

Please take a moment to acknowledge receipt of the attached RFP documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Issued: December 13, 2021

Date RFP documents received 12/13/2023

Do you plan to submit a proposal? Yes X No     

Print or type the following information:

Company name: Darens Ice Cream  
Address: 60 Marsh Hill rd  
City or Town/Zip: Naugatuck, CT 06770  
Phone: 203 558-5793  
Fax: NA  
Email: darencarroll@sbcglobal.net  
Received by: Daren G Carroll (owner)

**Note: acknowledgments are requested!  
A cover sheet is NOT necessary.**

**CONCESSIONAIRE CONDITIONS PURSUANT TO PARAGRAPH 10 OF THE  
CONTRACT**

- A. The Concessionaire must keep the concession areas neat and clean at all times. All attendants shall always be clean as to their appearance and dress. The Concessionaire shall provide enough attendants to take care of the public's wants with reasonable promptness.
- B. All beverages are dispensed in paper containers or equivalent biodegradable materials, and straws are to be of a biodegradable material.
- C. The Selling price of all articles shall not be higher than the generally observed regular retail price throughout the City. A list of prices is to be on file at the Parks and Recreation Department office.
- D. The Concessionaire shall furnish its own equipment and furniture necessary for the operation of the concession.
- E. The Concessionaire shall not use the premises except to conduct the concession business in the concession area.
- F. The Lessee shall not alter or make additions to the leased premises, buildings, or utilities provided, without the written consent of the Board of Park Commissioners.
- G. The Concessionaire shall not sublet the premise or any portion thereof without the written consent of the Board of Park Commissioners.
- H. The Board of Park Commissioners shall have full authority to enter the concession at any time to inspect the area and contents.
- I. The Concessionaire agrees that under no condition will any alcoholic beverages be sold, provided, vended, or permitted within any areas operated by the Concessionaire, even should such alcoholic beverages be brought to the premises by the patron or visitor.
- J. If, at any time, the Board of Park Commissioners feels that the concession is not being conducted properly it may remove the Concessionaire from the Park for the balance of the season, without refund.
- K. Upon termination of this agreement, the Concessionaire shall leave the premises in as good a condition as they are now, excepting reasonable wear and tear.

**DESCRIPTION OF CONCESSION AREA**

The Concession area shall be located within the Ski Lodge Parking Lot used by patrons of Page Park.

PROPOSAL FORM  
CITY OF BRISTOL, CONNECTICUT 06010



Food Concession Services for Rockwell Park  
RFP 2024-059

Opening: 11:30 am, January 5, 2024  
Purchasing Office  
111 North Main Street  
Bristol, Connecticut 06010

Per the City's Specifications, the undersigned agrees to provide concession services at Rockwell Park for an annual fee payable to the City of Bristol in the amounts as stipulated in Section 2.

3 000 dollars and 2 cents                      \$ 3000.02

The undersigned is familiar with the conditions surrounding this call for proposals bids, is aware that the City reserves the right to reject any and all bids, and is submitting this proposal without collusion with any other person, individual or corporate.

Peter Doda

Witness

Dodas Ice Cream

Company Name

155 Norway St

Address

OAKville, CT 06779

Town                      State      Zip Code

043 98 8811

Business Federal Identification

Peter.doda@yahoo.com

Email address

Peter Doda

Signature

Peter Doda

Printed Name

OWNER

Title

12/26/2023

Date

203 558 1946

Telephone Number

-

Fax Number

**FOOD CONCESSION SERVICES-ROCKWELL PARK  
2024-059**

**THIS AGREEMENT**, made on [MONTH AND DAY], 2024, by and between the **CITY OF BRISTOL**, a municipal corporation of the State of Connecticut, acting herein by authority of its Board of Park Commissioners pursuant to Sec. 43 of the Charter of the City of Bristol and hereinafter referred to as the “City”, and [VENDOR], whose address is [VENDOR’S ADDRESS], called the “Concessionaire”.

**W I T N E S S E T H:**

**WHEREAS**, the City owns, operates, and maintains certain facilities for recreational activities, which facility is generally known as Dutton Avenue Parking Lot within Rockwell Park; and

**WHEREAS**, the City desires to make available to the general public and others using the facilities, merchandise, and services for the better accommodation, convenience, and welfare of the general public; and

**WHEREAS**, the City of Bristol has determined that the Concessionaire's proposal to operate the City's facilities is desirable and satisfactory;

**WHEREAS**, the Concessionaire is now ready, willing, and able to provide the merchandise and services.

**NOW, THEREFORE**, in consideration of the covenants and agreements herein contained and of the payments of monies as hereinafter set forth, the parties hereto mutually agree as follows:

1. **Right to Occupancy and Operate**: The City grants to the Concessionaire the exclusive right and the Concessionaire accepts from the City the exclusive right and agrees to operate concessions (more fully defined below) at the concession site known as Rockwell Park Parking Lot, Bristol, Connecticut.

**CONCESSIONAIRE CONDITIONS PURSUANT TO PARAGRAPH 10 OF THE  
CONTRACT**

- A. The Concessionaire must keep the concession areas neat and clean at all times. All attendants shall always be clean as to their appearance and dress. The Concessionaire shall provide enough attendants to take care of the public's wants with reasonable promptness.
- B. All beverages are dispensed in paper containers or equivalent biodegradable materials, and straws are to be of a biodegradable material.
- C. The Selling price of all articles shall not be higher than the generally observed regular retail price throughout the City. A list of prices is to be on file at the Parks and Recreation Department office.
- D. The Concessionaire shall furnish its own equipment and furniture necessary for the operation of the concession.
- E. The Concessionaire shall not use the premises except to conduct the concession business in the concession area.
- F. The Lessee shall not alter or make additions to the leased premises, buildings, or utilities provided, without the written consent of the Board of Park Commissioners.
- G. The Concessionaire shall not sublet the premise or any portion thereof without the written consent of the Board of Park Commissioners.
- H. The Board of Park Commissioners shall have full authority to enter the concession at any time in order to inspect the area and contents.
- I. The Concessionaire agrees that under no condition will any alcoholic beverages be sold, provided, vended, or permitted within any areas operated by the Concessionaire, even should such alcoholic beverages be brought to the premises by the patron or visitor.
- J. If, at any time, the Board of Park Commissioners feels that the concession is not being conducted properly it may remove the Concessionaire from the Park for the balance of the season, without refund.
- K. Upon termination of this agreement, the Concessionaire shall leave the premises in as good a condition as they are now, excepting reasonable wear and tear.

**DESCRIPTION OF CONCESSION AREA**

The Concession area shall be located within the Dutton Avenue Parking Lot used by patrons of Rockwell Park.

**RETURN THIS FORM IMMEDIATELY!**

City of Bristol, Connecticut  
Acknowledgment: Receipt of RFP Documents

RFP Number: **2024-059**

Title: **Food Concession Services for Rockwell Park**

Please take a moment to acknowledge receipt of the attached RFP documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Issued:

December 13, 2023

Date RFP documents received

12/13/2024

Do you plan to submit a proposal?

Yes  No

Print or type the following information:

Company name:

Pete Dodas Ice Cream

Address:

155 NOLWAY ST

City or Town/Zip:

OAKVILLE CT 06779

Phone:

203 559 1846

Fax:

-

Email:

Peter.doda@yango.com

Received by:

Ⓜ Peter Dodas (owner)

**Note: acknowledgments are requested!  
A cover sheet is NOT necessary.**



51 High Street, Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

## 2024 All Heart Parks Advocate of the Year Award Program

The City of Bristol is celebrating its second All Heart Parks Advocate of the Year Award. Mayor Jeffrey Caggiano, the Department of Parks, Recreation, Youth & Community Services, and the Board of Park Commissioners will be recognizing a volunteer(s) in the community that has made significant contributions to improving the quality of the Bristol park system. The award recipient will be honored at the 3rd Annual Dinner on the Diamond Fundraiser on May 11, 2024 from 5:00 - 8:00 PM at Muzzy Field.

### CRITERIA:

Nominees for the All Heart Parks Advocate of the Year Award must meet the following criteria to be selected:

- An advocate, volunteer, or unpaid official
- An individual shall demonstrate outstanding contributions to parks and recreation in the form of land, money, services, equipment, in-kind labor or other relevant forms of donation or assistance rendered
- An individual that has received financial compensation for services rendered (i.e. employee, vendor) shall not be eligible
- Active commissioners and current elected city officials may not be considered for the award. Past commissioners and city officials may be considered

*Preference shall be given to Bristol residents when applicant credentials are equal, but non-residents that meet the other qualifications may be considered.*

**The deadline for nominations is March 29, 2024.**

### Nominations can be mailed to:

Bristol Parks, Recreation, Youth and Community Services  
Attention: All Heart Parks Advocate Award  
51 High Street  
Bristol, CT 06010

### Emailed nominations can be sent to:

Erica Benoit, Community Engagement Coordinator - [Ericabenoit@bristolct.gov](mailto:Ericabenoit@bristolct.gov)  
*Subject Line: All Heart Parks Advocate Award*

**The award recipient will be notified of their selection by April 22, 2024.**

Nominators are welcomed and encouraged to attend the event, tickets can be purchased from the below link:  
[Dinner on the Diamond Fundraiser Tickets.](#)

To learn more about the City of Bristol's Parks, Recreation, Youth & Community Services Department; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)  
Join the conversation @BristolCTParksandRecreation on Facebook & @bristolctparksrecservices on Instagram



51 High Street, Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

## All Heart Parks Advocate of the Year Award

Awarded by:

Mayor Jeffrey Caggiano, the Department of Parks, Recreation, Youth and Community Services, and the Board of Park Commissioners

*Please be sure to fill out the application completely. This is an award of distinction; the description of the contributions made by the nominee must be clear and quantifiable.*

### Nominator Information:

Individual/Organization Name:

Contact Person (First and Last Name):

Contact phone Number:

Contact Email:

### Nominee Information:

Individual Name:

Phone Number:

Email:

Full Address:

Categories of Contributions (select all that apply):

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Land     | <input type="checkbox"/> Equipment      |
| <input type="checkbox"/> Money    | <input type="checkbox"/> In-Kind Labor  |
| <input type="checkbox"/> Services | <input type="checkbox"/> Other Donation |

Dates of contribution and/or number of hours volunteered (if applicable):

*Please include a photo of the nominee to be featured during the award ceremony at the Annual Dinner on the Diamond Fundraiser.*



51 High Street, Bristol, CT 06010 | 860-584-6160 | Parksandrecreation@bristolct.gov

Describe in detail the significant contributions made by this individual to improve the quality of the Bristol park system:

**Thank you for your nomination and recognizing the outstanding parks advocates in Bristol!**

To learn more about the City of Bristol's Parks, Recreation, Youth & Community Services Department; visit us at [www.Bristolrec.com](http://www.Bristolrec.com)  
Join the conversation @BristolCTParksandRecreation on Facebook & @bristolctparksrecservices on Instagram



## **REQUEST FOR PROPOSALS**

***FOR***

### **The Land and Water Conservation Fund Outdoor Recreation and Legacy Partnership Program**

Posted Date: December 01, 2023

Proposal Due Date: 11:59 PM, March 01, 2024

**DEEP LWCF Contact: Cameron Clegg at**  
**[Cameron.Clegg@ct.gov](mailto:Cameron.Clegg@ct.gov)**



## **Full NPS Notice Of Funding Opportunity (NOFO) found [HERE](#)**

### **I. Introduction**

The Connecticut Department of Energy and Environmental Protection is pleased to announce this funding opportunity through the Federal Land and Water Conservation Fund (LWCF) Outdoor Recreation Legacy Partnership (ORLP) Program. This initiative can provide up to 50% matching for eligible projects (minimum award - \$300,000, maximum award - \$15,000,000) that target the improvement of recreational opportunities within underserved communities.

#### **Background & Purpose:**

Created in 2014 by the National Park Service (NPS), the ORLP Program is a nationally competitive grant program wherein states (in partnership with municipalities and federally recognized Indian tribes) can submit proposals for land acquisitions or improvements that will provide or significantly improve recreational opportunities in economically disadvantaged communities. This initiative is consistent with the purposes and requirements of the LWCF Act and the [LWCF Manual](#).

#### **In Perpetuity Requirement:**

As a condition of this grant funding, the NPS requires that language be recorded against the deed of the assisted park/recreation property advising that the property was acquired and/or developed with Federal funds from the LWCF and that the property must be preserved for outdoor recreation uses in perpetuity and cannot be converted to any use other than public outdoor recreation use without the written approval of the Secretary of the Interior. Before seeking a LWCF grant, project sponsors should carefully consider their ability and willingness to comply with this provision of the law.

### **II. Applicant and Project Eligibility**

#### **A. APPLICANT ELIGIBILITY**

In accordance with the LWCF Act, only the State's lead agency for the program (in this instance, DEEP), may apply to the Federal Government for ORLP grants. DEEP is seeking proposals from eligible subrecipients (AKA project sponsors). Those include the following in the state of Connecticut:

- Cities or towns with a population of at least 30,000 people (based on the 2020 Census)
- Federally recognized Native American Tribes located within a city or town of at least 30,000 people; and
- [Regional Planning Groups](#) applying for a project within a city or town with a population of at least 30,000 people



**Any applications submitted directly to the Federal Government by entities other than the State Lead Agency for LWCF will not be considered. Individuals, nonprofit organizations, and other private entities are not eligible as applicants or sub-recipients.**

#### B. PROJECT ELIGIBILITY

The ORLP Program is designed to provide recreational opportunities to economically disadvantaged communities. Therefore, there are a number of criteria that project proposals must meet in order to be considered eligible for these awards. Projects must:

- Meet recreation goals as identified in Connecticut’s State Comprehensive Outdoor Recreation Plan 2024-2029 ([SCORP](#)). Projects must align with at least one priority within SCORP.
- Be located within an incorporated city (or town) having a population of 30,000 or more, and
- Be located within a community (Census tract) that is determined to be disadvantaged per the [Climate and Environmental Justice Screening Tool](#) Project area must be located within a tract marked as disadvantaged.

### III. Award Information and Cost Match

Estimated Total Funding for this award round is \$224,145,000. Awards will range based on the project, with a minimum award of \$300,000, and a maximum of \$15,000,000. It is expected that 40 projects will be selected for award. Awards will be made upon NPS’ final review and approval of the full application. LWCF ORLP awards are given as grants to the State Lead Agency, then the State Lead Agency grants a sub-award to subrecipient which sponsored the project.

Awards are given at a rate of 1:1 match funding for projects, with applicants/subrecipients providing matching contributions totaling 50% of the project total. Eligible match contributions are to be outlined in the Budget Narrative, and can include:

- Cash
- In-kind contributions of land
- Materials
- Volunteer services

Matching share must be secure or firmly committed at the time of application and be confirmed in a signed letter from the donor describing the type and amount of contribution. If matching funds exceed the 1:1 requirement, the Budget Narrative must indicate how the additional funds and in-kind contributions will be used.

### IV. Submission Information

#### A. APPLICATION SUBMISSION TIMELINE/INFORMATION



The State will make an initial determination about which applications to submit to the NPS for consideration in the national competition. As such:

**The State submission deadline is earlier than the Federal ORLP submission deadline.**

This allows for the State's LWCF review board to conduct the initial review of proposals for completeness and eligibility requirements. If deemed complete and eligible, DEEP will evaluate and prioritize proposals according to the criteria used for the competition. Based on this evaluation DEEP will choose the top projects for submission to NPS. If your project is chosen for submission, DEEP will provide constructive feedback and allow time for applications to be improved prior to submission to the NPS, increasing their chances of being selected for funding.

PLEASE NOTE: DEEP will review projects on a rolling basis for completeness and eligibility. The earlier DEEP receives an application, the sooner DEEP can start the required reviews.

**RFP Official Announcement:** December 01, 2023

**Projects must be submitted to CT DEEP no later than:** 11:59PM March 01, 2024

**DEEP Final Selection of Projects to be Submitted to NPS:** By or Before March 15, 2024

**DEEP Final Submission Deadline to NPS:** 11:59 PM Tuesday, April 30, 2024.

**For Questions and to Submit Applications:** Email Cameron Clegg at [Cameron.clegg@ct.gov](mailto:Cameron.clegg@ct.gov)

#### B. NPS ANTICIPATED ANNOUNCEMENT

NPS selected projects will be announced **November 1, 2024**. Selected projects must submit a full application for NPS final review within one year of the announcement (**Nov. 01, 2025**) to remain eligible for funding.

### V. Application Requirements

#### MULTI-STEP APPLICATION PROCESS

The application process for ORLP is Multi-Step:

1. DEEP receives proposals from eligible subrecipients and determines eligibility of proposals. DEEP Staff work with subrecipients to produce complete and high-quality applications for submission to NPS by the State.
2. Each NPS submitted application is reviewed and scored by an independent merit panel and technical reviewers.
3. Based on the reviews of an independent merit panel, the Director of the NPS determines which projects are selected and invited to submit a full application for NPS review.



4. The State will work with subrecipients on NPS selected projects to prepare a full application (NOFO pg. 15-16) for NPS' final review and funding determination. A full application will require additional disclosures, forms, and information; including, but not limited to:
  - Conflict of Interest Disclosure
  - Uniform Audit Reporting Statement
  - Disclosure of Lobbying Activities
  - Overlap or Duplication of Effort Statement
  - Additional/Other Budget information
  - Federal NEPA Review and Cultural Compliance
  - Financial Capability and Evaluation of Risk

**-Final applications (listed in Step 4 above) must be submitted to NPS within one year of the NPS public announcement of the project's selection to remain eligible for funding.**

**Selected projects will be issued a Notice of Award by NPS and subrecipients will need to sign a contract with DEEP. No project work or cost should be incurred until subrecipients have received Notices of Award from NPS and signed contracts with DEEP.**

**FEDERALLY REQUIRED INITIAL PROPOSAL ELEMENTS (NOFO pg. 11):**

Applications for this grant program require a number of forms and supporting documents, listed below. Further detailed instructions for each element are listed in the Updated Notice of Funding, with specific pages called out after each element. Standardized federal submission forms will be filled out by the State for submission to NPS.

PLEASE NOTE: Supporting document page limits are **absolute**, with no exceptions. **Information beyond the page limit for specific elements will NOT be reviewed.**

1. [Standard Form](#) - Project Abstract Summary
2. [Project Narrative](#) (**max 10 pages, 12-point font**) to include the following:
  - A) Project Data Page (**1 page**, NOFO pg. 12)
  - B) Project Overview (**2 pages**, NOFO pg. 13)
  - C) Responses to the Project Criteria (**remaining pages**, NOFO pg. 13; 19-20)

It is HIGHLY RECOMMENDED by DEEP and NPS that subrecipients' Project Narrative include sections labeled by criterion and bulleted topic detailed in the NOFO, page 19.

3. [Budget Narrative](#) (**max 5 pages**, including tables, NOFO pg. 14)
  - Budget items should be \$25,000 or less for breakdown.
  - Contingency costs (up to 10%) are allowed with explanation and justification.
  - Pre-Award costs (up to 3 year prior to the listed start date) are also allowed.
4. [Project Timeline](#) (**max 1 page**, NOFO pg. 15) to complete the tasks/activities under the proposal.



5. Photos provide context such as current site conditions, the surrounding environment, etc.

6. Maps (2 minimum, NOFO pg. 11)

a. Map (or Aerial Photo) Delineating Project Area and Proposed Boundary - must clearly indicate area to be acquired and/or developed, as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions of the LWCF Act ([54 U.S.C. 200305\(f\)\(3\)](#)), all known outstanding rights and interests in the area held by others, total acres within the boundary(ies), and a north arrow.

b. Plan or Sketch of the Site Features identifying location of planned recreational improvements and other features such as where the public will access the site, parking, etc.

7. Letters of Support Documenting Secured Contributions/Matching Share clearly stating the amount and type of contribution. Contributions from project sponsor must also be confirmed.

8. General Letters of Support (Optional)

9. Feasibility Report (If available)

10. SHPO Determination of Effect Letter (if available)

11. Environmental Species Reviews

A. NDDDB Determination letter or Confirmation of Submission (NDDDB Information)

B. Confirmation of IPaC Report Submission to USFW (IPaC Website)

## VI. ORLP 2024 Project Priorities and Scoring Criteria

### A. NPS PROGRAM COMPETITION PRIORITIES (NOFO pg.5)

This competition will prioritize the selection of projects that:

- **Are Nature-Based Projects (5 Point Bonus)** – These projects create green and blue spaces, increase tree cover help to cool the air, reduce pollution, and have positive effects on mental and physical health. Nature-based projects are those where nature is a major element of, or strongly supports, the proposed recreational activity.
- **Expand public-private partnerships to leverage matching share resources** (e.g. money or donated lands, supplies or services);
- **Provide economic benefits to the local community** (e.g. short or long-term jobs or stimulation to local business near the park);
- **Use sustainable design/materials;**
- **Include site features that consider the needs of all demographics, and/or;**
- **Involve the redevelopment of a blighted or distressed property.**

### B. SCORING CRITERIA (NOFO pg. 19-21)

The NPS evaluates projects based on two criteria: Project Merit and Technical Excellence. Criteria are weighted on a 50-point scale and graded according to the rubric on page 21. The total point value of the criteria is 100 points. Fully explain how the project meets the criteria within Section C of the Project Narrative. A minimum of 4 reviewers will independently review each proposal, with all final scores compiled and averaged to create a final score. All proposals



will be compiled into a ranked list. Generally, proposals will be recommended in the ranked order.

**DEEP is committed to helping applicants produce complete and high-quality applications for submission to NPS. Applicants are encouraged to reach out to DEEP with any questions related to any aspect of their applications.**

**Please don't hesitate to reach out to Cameron Clegg with any questions:**  
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