



PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Board of Park Commissioners

Policy Committee

Tuesday, May 2, 2023 at 11:00 a.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Agenda

1. Call to Order
 - a. Attendance

2. Acceptance of Meeting Minutes
 - a. January 18, 2023 Special Meeting Minutes (Attachment A)

Documents:

[ATTACHMENT A.PDF](#)

3. Public Participation
4. Old Business
 - a. By Commissioners

5. New Business
 - a. Land Acquisition Strategy (Attachment B)

 - b. Staff Acceptance of Gifts and Donations (Attachment C)

 - c. Park Hours (Attachment D)

 - d. Proposal for Maintenance and Management of BOE School Fields (Attachment E)

 - e. By Commissioners

Documents:

[ATTACHMENT B.PDF](#)
[ATTACHMENT C.PDF](#)
[ATTACHMENT D.PDF](#)
[ATTACHMENT E.PDF](#)

6. Adjourn

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners



Board of Park Commissioners
Policy Committee

Wednesday, January 18, 2023 at 5:00 p.m.

Bristol Parks, Recreation, Youth & Community Services – 51 High Street, Bristol CT
Special Meeting Minutes

1. Call to Order

- a. Chair Robert Fiorito called the meeting to order at 5:04 p.m.
- b. Attendance

Present: Robert Fiorito, Chair
Cynthia Donovan, Commissioner
Leonard Lamothe, Commissioner

Sarah Larson, Deputy Superintendent
Dr. Joshua Medeiros, Superintendent

2. Approval of meeting minutes

- a. **MOTION:** Made by Commissioner Donovan to accept the November 16, 2023 Special Meeting Minutes.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

3. Public Participation: None.

4. Old Business

- a. By Commissioners: None.

5. New Business

- a. **MOTION:** Made by Commissioner Donovan to table the Cricket Field Proposal from Phani Gorty to 2024, and refer to Recreation division to discuss a Cricket Pilot Program to measure community interest.
Seconded by: Commissioner Lamothe, all in favor; motion carried.
- b. Discussion of Holiday Light Displays policy tabled for next meeting to contemplate priority holiday events.
- c. By Commissioners: None.

6. Adjourn

- a. **MOTION:** Made by Commissioner Donovan to adjourn the meeting at 5:56 p.m.
Seconded by: Commissioner Lamothe, all in favor; motion carried.

Respectfully submitted,

Jazzya Coakley
Recording Secretary
Board of Park Commissioners

Policy: Land Acquisition Strategy

Adopted by Board of Park Commissioners: 2023

BPRYCS is continually identifying opportunities and gathering information for potential park acquisitions to meet the department's mission to provide residents greater access to high-quality recreation and parks. Property acquisitions for park purposes are made possible through a variety of resources including donations, grants and special one-time allocations from the Board of Finance and City Council. Due to limited resources it's important to be selective on which properties to acquire.

The purpose of this policy is to establish the strategic framework to guide staff and the Board of Park Commissioners in the prioritization, review and approval of new land acquisitions.

Property Considerations must meet 1 or more of the following criteria:

- Connection to recreational needs and/or strategic goals identified in the current Parks Master Plan or other formal community need assessment reports
- Offers a setting in which a diversity of active and passive recreational opportunities can be undertaken, including sites that may be uniquely positioned to offer specific kinds of recreation opportunities not currently offered by the city
- Abuts and/or is closely connected to existing park properties (see Appendix A)
- Abuts the Pequabuck River or other natural area
- Abuts existing and/or future planned bike trails
- Potential to serve a large number of underserved households, or are in high density areas with limited recreational opportunities (See Appendix B)
- Meets equity and access goals such as the 10-minute Walk Campaign (see Appendix B, Appendix C, and Appendix D)
- Contains habitat types that are endangered, under-protected and/or under-represented in the City's park system

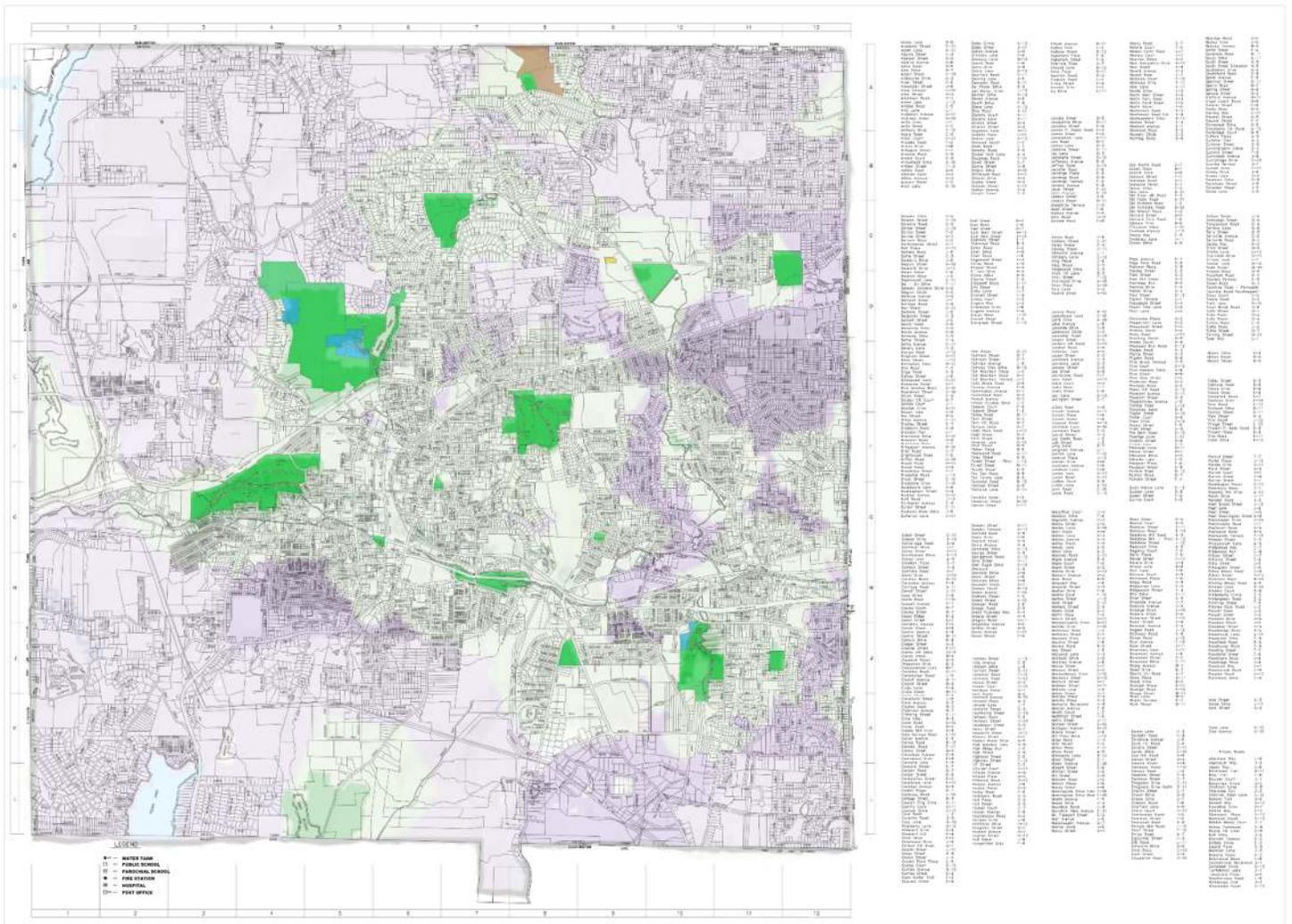
Properties that meet 1 or more of the criteria may be pursued by staff and recommended to the Board of Park Commissioners for approval. Properties that are approved by a vote of the Board of Park Commissioners are then referred to the Planning Commission and the City Real Estate Committee for approvals with further referral to the City Council and Board of Finance for funding.

Adjacent Properties of Interest		
Address	GIS Parcel #	Adjacent Park
460 Pine Street	03-38A_0104558	Pine Lake
260 Perkins Street	60-12-5_0158976	Hoppers and Birge Pond Nature Preserve
Perkins Street	60-11 REAR_0158925	Hoppers and Birge Pond Nature Preserve
Ambler Road	60-15_0093718	Hoppers and Birge Pond Nature Preserve
1 Ambler Road	20-221_0011495	Hoppers and Birge Pond Nature Preserve
3 Ambler Road	20-219_0100196	Hoppers and Birge Pond Nature Preserve
112 Ambler Road	20-220_0153389	Hoppers and Birge Pond Nature Preserve
144 Ambler Road	20-218_0098701	Hoppers and Birge Pond Nature Preserve
Ambler Road	20-216_0014850	Hoppers and Birge Pond Nature Preserve
45 Grassy Road	20-214_0014826	Hoppers and Birge Pond Nature Preserve
51 Grassy Road	20-215_0014761	Hoppers and Birge Pond Nature Preserve
Grassy Road	20-217_0014842	Hoppers and Birge Pond Nature Preserve

Appendix B: Properties with 10 Minute Walk Impacts

The Trust for Public Land’s 10-minute Walk Campaign encourages safe, equitable access to a high-quality parks within a 10-minute walk of home. Close-to-home parks serve as essential backyards for millions of people and open up countless possibilities for communities and cities by helping to confront some of today’s most pressing urban challenges. The 10-minute walk metric—equivalent to approximately a half-mile for an able-bodied person—is the average distance most people are willing to walk to reach a destination. Ensuring that all people have access to a park within a 10-minute walk of home and that there’s adequate park space in all neighborhoods is essential to creating an equitable park system.

10 Minute Walk - Overlay



Key

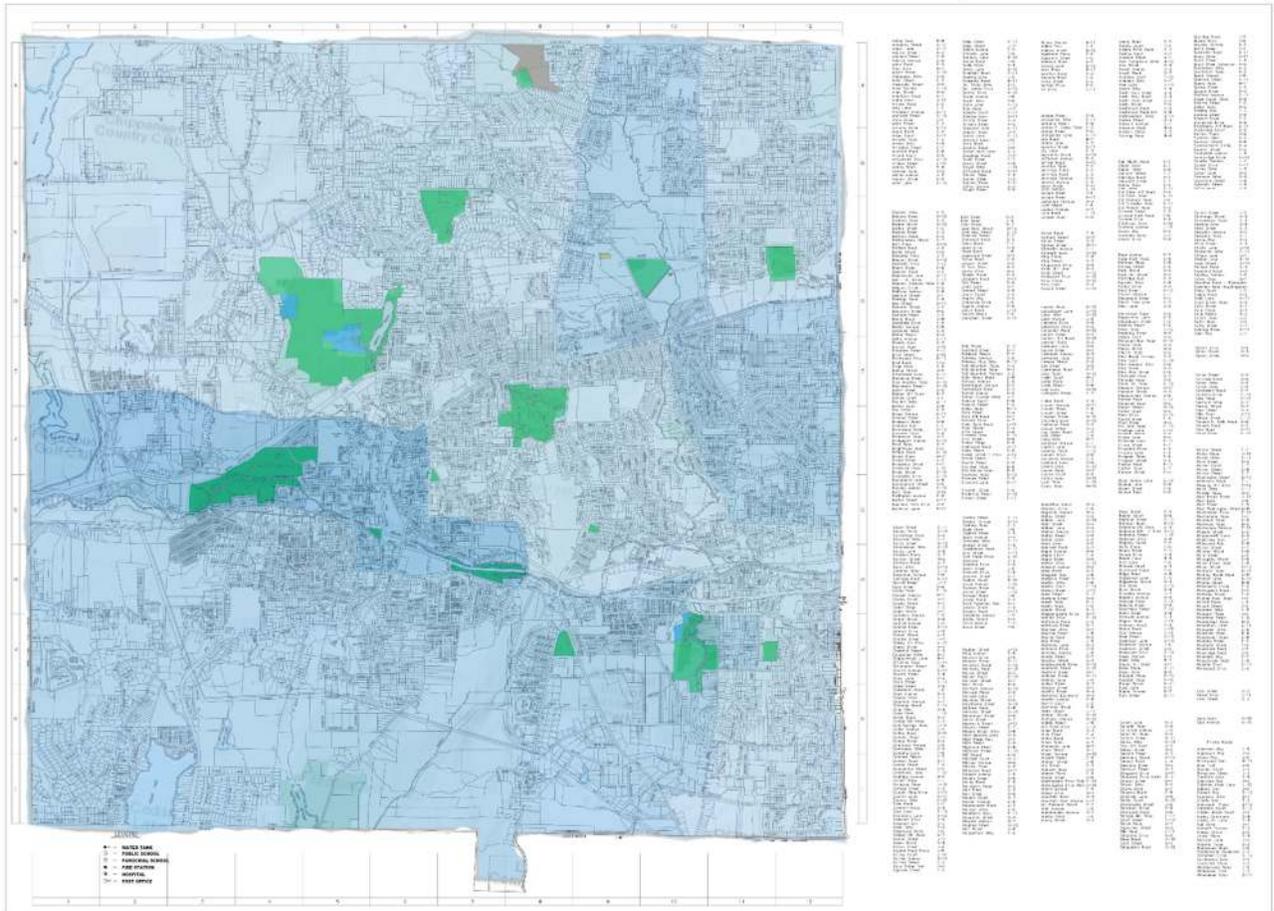
Color	Meaning
Green	Neighborhoods within a 10-minute walk of a public park
Light Purple	Neighborhoods without a 10-minute walk of a public park
Dark Purple	High-Impact neighborhoods without a 10-minute walk of a public park

Appendix C: Properties with a Mental and Physical Health Impact

Public parks support good health for people of all abilities, ages, socio-economic backgrounds, and ethnicities. Parks help reduce obesity and incidence of chronic disease by providing opportunities to increase rigorous physical activity in a variety of forms and provide a connection to nature which studies demonstrate relieves stress levels, tightens interpersonal relationships, and improves mental health. These areas highlight the prevalence of the two following CDC metrics from 2021 data: Poor mental health: Respondents aged ≥ 18 years who report 14 or more days during the past 30 days during which their mental health was not good.

Lack of physical activity: Respondents aged ≥ 18 who answered “no” to the following question: “During the past month, other than your regular job, did you participate in any physical activities or exercises such as running, calisthenics, golf, gardening, or walking for exercise” Source: TPL

Mental and Physical Health - Overlay



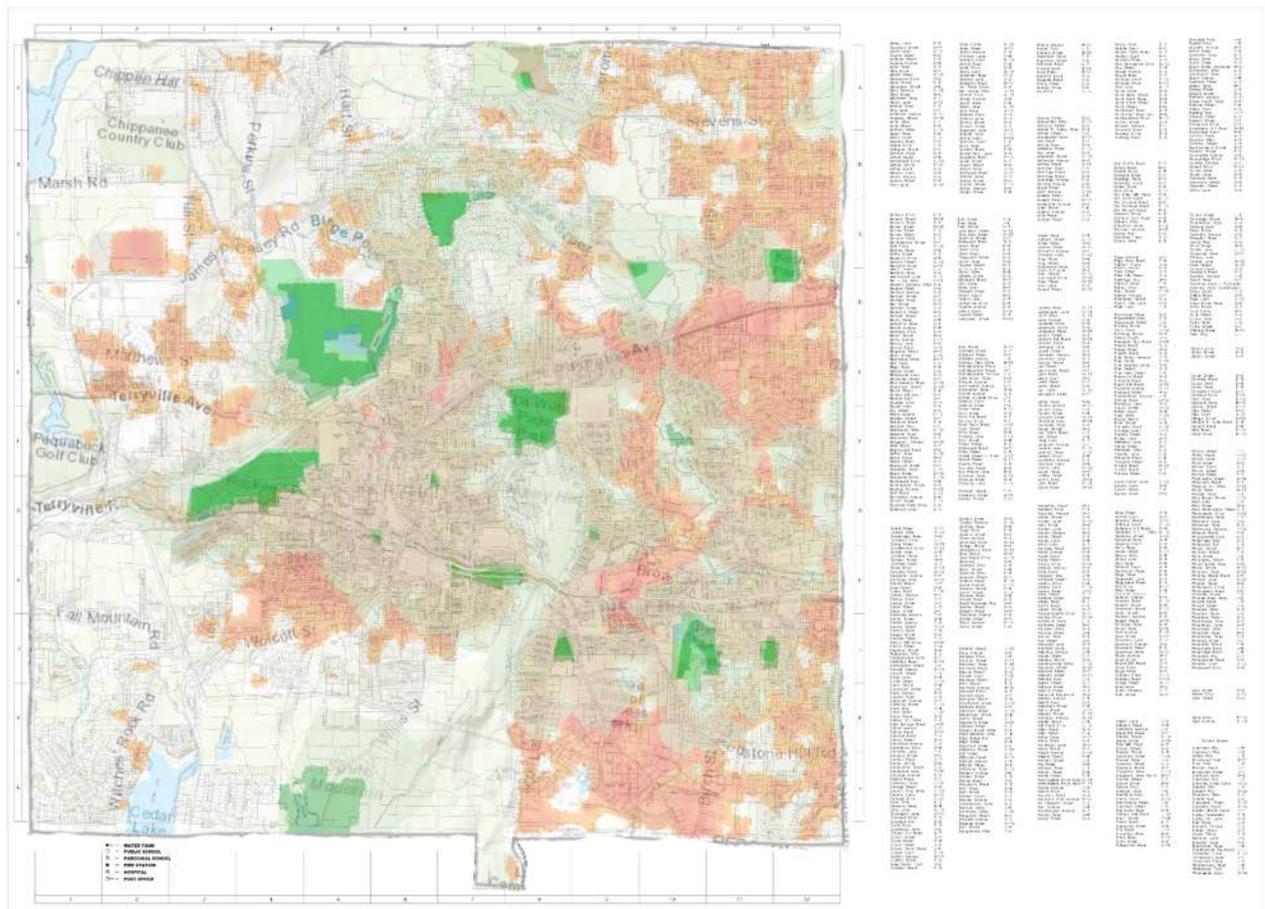
Key

Color	Meaning
Lightest Blue	Neighborhoods with low mental and physical health disparities
Medium Blue	Neighborhoods with moderate mental and physical health disparities
Darkest Blue	Neighborhoods with high mental and physical health disparities

Appendix D: Properties with a Temperature Impact

Urban heat islands are urban or metropolitan areas that are warmer than their surrounding rural areas, due to human activities, such as energy use, transportation, and building construction, which generate and retain heat. These areas highlight where urban heat islands coincide with high density of people outside a 10-minute walk of a park using Landsat 8 satellite imagery to identify thermal reflectance values hotter than 1.25 degrees over the average of the whole City. Parks with tree canopies are one of the most effective ways to combat extreme heat cooling the air temperature by as much as 17 degrees more than parts of the city lacking trees and green space. In addition, the cooling benefit of parks can extend as far as a half-mile from park boundaries, helping cool the neighborhood and reduce heat stress for residents.

Urban Heat Island - Overlay



Key

Color	Meaning
Green	Neighborhoods with temperatures at or below community averages
Light Orange	Neighborhoods with temperatures slightly higher than community average
Medium Orange	Neighborhoods with temperatures moderately higher than community average
Red	Neighborhoods with temperatures significantly higher than community average

Policy: Staff Acceptance of Gifts and Donations

Adopted by Board of Park Commissioners: 2023

The BPRYCS Department accepts gifts and donations that support the organizations mission from private donors in the form of cash or physical property subject to the *Restricted Gift Donations* policy.

Employees of the department may not solicit or accept personal gifts given because of their official position with the city. The staff acceptance of gifts and donations policy is described in Sec. 2-129.

Conflict of Interest in the *City of Bristol Code of Ordinances*.

Sec. 2-129. Conflict of Interest

No official shall accept or solicit anything of value whether in the form of a gift or promise of a gift from any person. For the purposes of this section a person shall mean an individual, sole proprietorship, trust, corporation, union, association, firm, partnership, committee, club or other organization or group of persons. A gift shall include the receipt of any payment, subscription, rendering of service, deposit of money or anything of value unless the amount paid by the official is that normally charged to the general public for like goods, services or loans. This section shall not apply to the receipt of any food or beverage or both, consumed on a single occasion. This section further shall not apply to campaign contributions.

No official who has a financial or personal interest, either individually or as a member of a group that has a financial or personal interest, direct or indirect, in any transaction or contract with the city, or decision of any board, body, or commission, or in the sale of real estate, material, supplies, or services to the city, on which he may be called to act upon in his official capacity, shall vote upon or otherwise participate in the transaction, contract, or decision and shall excuse himself from the proceedings in accordance with sections 6 and [64](#) of the Charter of the City of Bristol.



Revised Policy: Park Hours

From: Dr. Joshua Medeiros, Superintendent of Parks, Recreation, Youth and Community Services

To: Policy Committee, Board of Park Commissioners

Date Submitted for Review: 5/2/2023

Parks are open daylight to 10:00 P.M. and shall be considered closed after 10:00 P.M. even if the park does not have gates or barriers which prevent access to the park. Some park facilities may only be open during times posted at the facility. No person should be in any park between the hours of 10:00 P.M. and daylight unless they're participating in a department sanctioned activity, driving through the park on a parkway, hold a permit issued for an afterhours rental at a facility, have been granted permitted parking connected to a contracted vendor, or have written permission from the Superintendent.

Park hours are subject to change by the Superintendent in consultation with the Board of Park Commissioners. Any park or section of park may be closed by the Superintendent at any time. A notice will be posted in any area which is closed.



Proposal for Maintenance and Management of BOE School Fields

Executive Summary: The City of Bristol Parks, Recreation, Youth and Community Services (BPRYCS) Department and the Bristol Board of Education (BOE) is proposing to integrate maintenance and scheduling functions of BOE school fields to the BPRYCS Department. The proposal is aligned with the *BPRYCS Strategic Action Plan Strategic Goal 6 to increase public access to recreational and park spaces through critical community partnerships including the Board of Education* in order to address playable field deficits identified in the *2020 City Parks Master Plan*. Key benefits of the integration include:

- Centralization of city ball field calendars and permitting functions which allows the public to view field availability, submit requests and receive permits via MyREC software.
- Opportunity to leverage the expertise, training and certification of the BPRYCS parks, grounds and facilities staff to improve the quality of school ball fields which increases user safety and expands access for sports organizations to more playable fields.

Due to the varied conditions of the BOE school fields (*Appendix A*) and limited resources we are recommending a multi-year phased approach to this proposal (*Appendix B*). The year 1 proposal requires the city to invest in 2 FTE Park Maintainers and upgrade an existing position into an Athletics and Ballfields Supervisor (*Appendix C*). Future investments in equipment and capital shall be considered as the integration evolves in the years to come (*Appendix D*).

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Appendix A: BOE School Field Inventory and Current Conditions

Name of School	Fields (& Recreational Amenities)	Acreage	Current Field Condition	# of rental hours annually
BAIMS	1 multi-use field	3.57	3	250.50
Chippens Hill Middle	1 softball, 1 hard ball, & 2 soccer fields	8.08	2	979.25
Edgewood	1 little league baseball field	1.05	0	0
Greene- Hills	1 softball, 1 hard ball, & 1 soccer fields	3.17	2.5	529.50
Hubbell	1 softball, 1 hard ball	1.6	0	0
Ivy Drive	Site is completely abandoned lots of field space but needs full rebuild. May have been a softball field at one time	4.67	0	185
Mountain View	1 softball field	4.52	0	0
Northeast Middle	1 softball, 1 hard ball	6.07	1.5	700
South Side	1 softball field	2.03	2	185
Stafford	1 softball field	1.65	0	185
West Bristol	1 softball, 1 hard ball, & 1 soccer fields	7.29	2.5	774.50
Total:		43.70		3,788.75

Note: The BOE will continue to use contracted services for the high school fields and turf for the time being with an eventual 3-5 year goal to phase them out of the contract and integrate them into BPRYCS.

Scoring Criteria

- 0- Requires complete rebuild to be playable
- 1- Poor. Requires significant work to make playable
- 2- OK. Passable but needs maintenance to get it to a playable level
- 3- Good. Requires some basic maintenance but generally ready to play

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Appendix B: Phased Approach to maintenance and management of BOE fields

Years	Elements	Impacts
Year 1	Scheduling for all BOE fields and maintenance of the ballfields is transitioned to BPRYCS. BOE to hold the line item for all materials (clay, paint, etc.). Providing what the city needs to complete the work.	<ul style="list-style-type: none"> • 2 FTE Park Maintainers added • Upgrade of Asst. Parks Supervisor to a new Athletics & Ballfield Supervisor
Year 2-3	Scheduling and maintenance of the soccer fields are designated and a formal budget line item for BOE fields is reduced from BOE and added to BPRYCS budget	<ul style="list-style-type: none"> • 1 FTE Park Maintainer added
Year 4-5+	All school grounds transitioned to BPRYCS. High School fields and turf scheduling and maintenance transitioned to BPRYCS. Contract with Flowers is dissolved with appropriate funds being directed to BPRYCS for care and maintenance.	<ul style="list-style-type: none"> • 2 FTE Park Maintainers added (phasing out of BOE outdoor custodians as possible funding mechanism)

Year 1 Financial Investment

Position	Union	Code	Annual Salary+ Benefits
Elimination of Assistant Parks, Grounds & Facilities Supervisor	BPSA	6	(\$85,354)
Creation of Athletics & Ballfields Supervisor	BPSA	7	\$93,238
(1) Park Maintainers	1338	1	\$53,226 (per maintainer)
Total:			\$61,110.00*

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Appendix C: Personnel Needs and Proposed Organizational Changes

In order to achieve this long standing strategic goal, the following personnel changes are being proposed for year 1:

- Upgrade of the Assistant Parks, Grounds and Facilities Supervisor (BPSA 6) to a new Athletics and Ballfields Supervisor (BPSA 7). *Organizational Chart in Appendix A.*
- Additional 2 FTE Park Maintainers added

The Parks, Grounds and Facilities Maintenance crew will continue to report to the Rockwell Maintenance Building but each supervisor is responsible for the following work teams to support area of service. It is expected that the supervisors will communicate and share personnel as appropriate as well as cover each other’s areas of responsibility in the event of absence.

Table 1. Overview of Focus Areas

Parks, Grounds & Facilities Supervisor	Athletics & Ballfields Supervisor
<ul style="list-style-type: none"> • Care and maintenance of all park grounds (non-ball fields); mowing, plowing, and tree care. • Care for all recreational amenities including splash parks, playgrounds, pavilions • Responsible for prepping park sites for community rentals and special events • Custodial care and maintenance of all indoor facilities (excluding Muzzy Field Stadium) • Maintenance on all parks vehicle fleet and equipment 	<ul style="list-style-type: none"> • Maintenance and care of Muzzy Field Stadium • Maintenance and call of park ballfields • Care and maintenance of BOE School Ball Fields • Implementation of IPM plan for BOE school fields • Processes ballfield schedules in consultation with Superintendent/Deputy • Responsible for prepping ball fields for community use and special events

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Table 2. Overview of Team Breakdowns

Parks, Grounds & Facilities Team	Athletics & Ballfields Team
<ul style="list-style-type: none">• (1) Group Leader• (2) Skilled Utility Workers• (1) Heavy Truck Driver• (1) Mechanic• (1) Landscape Gardener• (6) Park Maintainers	<ul style="list-style-type: none">• (1) Group Leader• (4-5) Park Maintainers *

*Includes 2-3 new Park Maintainers

Appendix D: Future Investments Required

The current conditions of Board of Education fields vary but generally range from OK to Poor/unplayable. Depending on the level of care desired from the city this will require proper resource investments to get the fields in playable shape. The city may opt to allocate a one-time Capital Improvement Project fund to allow the department to rebuild the fields and bring them all online for rental.

- Capital Improvement Funds (\$120,000) to rebuild BOE School fields (approximately \$12,000 to rebuild a field)

The City could choose not to allocate CIP and just leverage existing line items that exist within the BOE facilities budget (transferred to Parks) to perform general care and maintenance of priority fields (i.e. Middle School fields which are generally in better shape). This may allow for 1 or 2 fields to be re-built each season which will take longer to bring the fields online for community use.

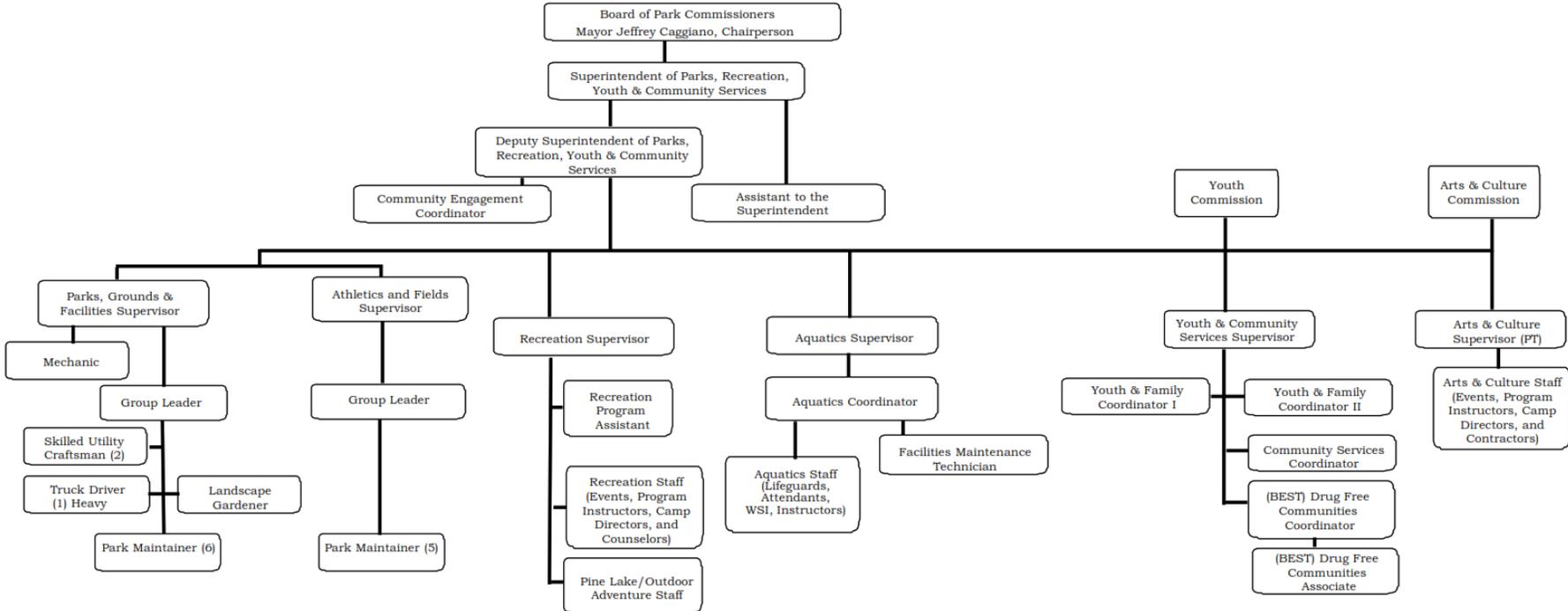
Depending on available equipment from the BOE in future years, the following investments should be considered in order to best equip the Parks, Grounds, and Facilities division for standard of care with expanded field responsibilities.

Equipment Investment

Equipment	Cost	Number	Total
ABI Machine	~\$38,040.04	1	\$38,040.04
Sod Cutter	\$7,900.00	1	\$7,900.00
Total:			\$45,940.04

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Appendix E: Updated BPRYCS Organization Chart



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