

Board of Park Commissioners
Wednesday, March 18, 2020 at 6:00 p.m.
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT

1. Call To Order
2. Acceptance Of Meeting Minutes
 - A. Meeting Minutes 02-19-2020 Draft

Documents:

[PARK BOARD MEETING MINUTES 02-19-2020 DRAFT.PDF](#)

3. Public Participation
4. Employee Recognition
 - A. Stephen Bynum, Youth And Community Services Supervisor For His Work On The 51 High Street Reconfiguration.

5. Superintendent's Report
 - A. Superintendent's Report

Documents:

[PARKS BOARD MARCH 2020.PDF](#)

- B. Financials
6. Old Business
 - A. By Commissioners
7. New Business
 - A. Discussion From Site Visit To Page Park Pool
 - B. Approve Closure Of The Veterans Memorial Boulevard On May 21st, 2020 (May 22nd, 2020 Rain Date) From 7:30 A.m. To 11:00 A.m. For The Annual "A Tribute To Veterans Program"
 - C. Emergency Preparedness Updates
 - D. Approve Closure Of The Veterans Memorial Boulevard On May 21st, 2020 (May 22nd, 2020 Rain Date) From 7:30 A.m. To 11:00 A.m. For The Annual "A Tribute To Veterans Program"
 - E. Consider A Proposal From Craig Yarde For Electronic Sign Donation Out Front Of Muzzy Field, 7-8 Park Benches And A Long Term Sculpture Proposal For Muzzy Field Tree.
 - F. Establishment Of A Bus Turn Around/Parking Space For Pine Lake
 - G. By Commissioners
8. Committee Reports:
 - A. Events Committee

- B. Building & Maintenance Committee
- C. Budget & Finance Committee
 - C.i. Bristol Blues Contract
 - C.ii. Non-Resident Rates For Page And Rockwell Pool
- D. City Council Liaison Updates
- 9. Other Business
- 10. Adjourn

Respectfully submitted by
Lisa Wilson, Board Secretary

Board of Park Commissioners
Wednesday, February 19, 2020
First Floor Meeting Room, 6:00 p.m.
Meeting Minutes

Present: Mayor Mary Ellen Zoppo-Sassu
Commissioner Robert Fiorito
Commissioner Cynthia Donovan
Commissioner Sandra Bogdanski
Commissioner Paula O'Keefe
Superintendent Dr. Joshua Medeiros
Commissioner Robert Kalat
Council Liaison, Scott Rosado
Commissioner Malcomb Huckaby

Absent: Commissioner Robert Kalat

1) Call to order

Chairwoman Zoppo-Sassu called the meeting at 6:05 p.m.

2) Acceptance of minutes from January 15, 2020:

MOTION: Made by Commissioner Bogdanski to approve the January 15, 2020 minutes.

Seconded by: Commissioner Donovan.

All in favor; Motion carried.

3) Public Participation:

Nick Rascati and Jordan Scheiner approached the Board on behalf of Bristol Blues and they're requesting a modification to the agreement to reflect the fewer games on the schedule. They are changing leagues. Dr. Medeiros stated that it's a 5 year contract signed in 2017 and is valid until 2022. This current year they're expecting to pay \$13,005, year 4 the rate is \$13,265, year 5 the rate is \$13,530. The request for the third year is a reduction of \$2,780, the fourth year would be reduced by \$2,842 and in the fifth year a reduction of \$2,899.00. The other items in the contract will remain the same. The total reduction is \$8,521.00. The City is paying approximately \$30,000 for utilities, labor, sanitation and other operating expenses. Bristol Blues is also requesting a reduction in the session revenue.

MOTION: Made by Commissioner Fiorito to refer this matter to the Budget & Finance Committee.

Seconded by: Commissioner Bodganski.

All in favor; Motion passed.

MOTION: Made by Commissioner Donovan to move item 7B Next Gen to the current location.

Seconded by: Commissioner Bodganski.

All in favor; Motion passed.

Mark Campbell approached the Board regarding the car club and how they really came together with the trunk or treat event back in October 2019. That inspired them to perform a car show in Rockwell Park by the area where the trunk or treat was located. He would like to make the event a fun free family event with games, vendors and many cars. He would like to conduct the event from 10:00 a.m. to 6:00 p.m. Many activities will transpire throughout the day for the families. He is willing to donate 50% of the proceeds to the welfare of children.

MOTION: Made by Commissioner Fioritio to approve the Next Gen car show for a date in June to be determined by staff.

Seconded by Commissioner O'Keefe.

All in favor; Motion passed.

4) Employee Recognition:

- A. Dave McConnell is qualifying for Landscape Gardener.
- B. Cody Lombardi is selected as new Park Maintainer.
- C. Steven Alvarez qualified for Skilled Utility Worker.
- D. Stephen Bynum passes probation for Youth & Community Services Supervisor.
- E. Sarah Larson passes probation for the Deputy Superintendent.
- F. Kyana Anderson, Promotion To Youth And Family Coordinator.
- G. Todd Anderson, Promoted To Group Leader.
- H. Moment of silence in remembrance of James Dumont's recent passing as he was a Park Commissioner.

5) Superintendent's Report

- a. Superintendent's Report For February 2020

Dr. Medeiros explained the Superintendent's report.

- b. February Financials 2020

MOTION: Made by Commissioner Fioritio to accept the report and place on file.

Seconded by: Commissioner Bogdanski.

All in favor; Motion carried.

6) Old Business

- A. FY20-21 Budget Updates

Capital Projects for 2021 have been set in December 2019. Trust fund money is considered revenue. The goal is to reduce the trust money by \$100k a year for four (4) years and have the funds go into a Park Trust. February 27th will be the next Board of Finance meeting at 6:00 p.m. The Commissioners attendance is encouraged.

- B. Smoking is prohibited in the parks. The ordinance change will be effective March 1, 2020. Dr. Medeiros provided a handout regarding policy of smoke free within the Parks. Parks will install signage.

- C. New Department Logo-rebranding Parks And Recreation Master Plan

Dr. Medeiros provided a handout displaying logos of how the proposed logo would look on vehicles, t-shirts, etc.

MOTION: Made by Commissioner Fioritio to approve the logo as presented and Dawn Nielsen will start moving forward with this so it can be used.

Seconded by Commissioner Bogdanski.

All in Favor; motion passed.

By Commissioners:

The lease for the girls little league will be at Peck Park. The Board approved their term for an additional three (3) year lease.

The gentlemen that orchestrated the bike trail in Rockwell Park is currently working on sponsorship packages in order to raise funds for the pump track.

Commissioner Fiorito is concerned about the previous meeting as to approving a bench within Wilson Field. Dr. Medeiros will check the requirements for naming a tree, bench or park. The Commission will revisit the bench request in the summer and the required duration.

Council Liaison Scott Rosado is concerned about the street name change to Wojenski Way. The Board conceptually approved the name change. This item now needs to go to the Police Commission.

MOTION; Made by Commissioner Fiorito to send this to the Police Commission street to rename a portion of East Street to Wojenski Way.

Seconded by Commissioner Bogdanski.

All in Favor; Motion passed.

MOTION: Commssioner Bogdanski to move item 7D to the front location.

Seconded by Commissioner Fiorito.

All in Favor; Motion passed

Mary Rydingsward approached the Commission. She's looking to apply for a grant to do bio improvements in Kern Park; however, she needs the Commissioner's approval. She has partnered with Marina Environmental and they will be excavating the pavement and fencing. She would like to remove the post and the jersey barriers on Primrose Lane in order to access the tennis courts without using the school property. She would like to re-route the water and infiltrate it into a rain garden. She's going to complete one (1) grant application for the two (2) projects. The cost of these projects totals \$367,000. She will be working with Raymond Rogozinski. Dr. Medeiros confirmed that the City will not match the funds.12

MOTION: Made by Commissioner Fiorito to approve and endorse the grant application from the Pequabuck River Water Association for the Kern Park Bio-Infiltration Project. The Park Board will supply a letter of support of this project. This topic will also be referred to Building and Maintenance and they will work closely with the group to maintain communication and have information about what is happening with the project.

Seconded by Commissioner Bogdanski.

All in Favor; Motion passed.

7) New Business

- A. Presentation of all heart pop-up parks from the Mayor's Youth Cabinet. (Moved location)
- B. Approval of car show event at Muzzy Field (Moved location)
 - a. NEXGEN Facility Use Request Form.
- C. Approval of the partial closure of Memorial Boulevard on March 18, 2020 the night before until noon for a monument tour at 8 a.m. to 12 p.m. with French exchange students.

MOTION: Made by Commissioner Fiorito to approve the partial closure of Memorial Boulevard on March 18th from 8 a.m. until noon.

Seconded by: Commissioner Donovan.

All in favor; Motion passed.

D. Presentation from Mary Rydingsward, Pequabuck River Watershed Association on Kern Park bio-infiltration project. (Moved location)

E. Consider a request from the Aquatics Supervisor to reduce non-resident day passes to the outdoor pools.

1:22

Commissioner Bogdanski would like to wait after this summer.

MOTION: Made by Commissioner Fiorito to move to the Budget & Finance Committee which allows the staff time to collect additional research and come back next month with statewide pricing in other communities. If approved by the sub-committee authorization is provided to move forward with the brochure.

Seconded by: Commissioner Bogdanski.

All in favor; Motion passed.

F. By Commissioners

Commissioner Fiorito indicated that the Board of Education recently changed their fee structure for field usage and wants to monitor the fees.

Commissioner Fiorito stated that Memorial Boulevard is being taking off online and he would like the backstops. Dr. Medeiros will check with the BOE if they're available.

8) Committee Reports:

A. Events Committee

a. Discussion on reconvening the planning of the 100th anniversary of Memorial Boulevard.

Dr. Medeiros indicated that the Event Committee will reconvene during late summer. The 100th anniversary is in October of 2021. The Event Committee will plan on soliciting donations prior to the budget season.

B. Building & Maintenance Committee

No Report

C. Budget & Finance Committee

No report

D. City Council Liaison updates.

a. Report and discussion of Memorial Boulevard Repaving / one lane project.

Mayor stated that there's no traffic study or data for the Memorial Boulevard to reduce to one lane and create a bike lane. There will be a lot of construction projects transpiring on the Boulevard next year which includes the bridges, school and parking lot. The construction will take place from April 2021 to November 2021.

The State owns the land behind the plaza on East Main Street in Forestville. There's a possibility that a bike path can come to fruition with the help of the Connectivity Grant.

Thesis Steel has a parking lot on Frederick Street that they no longer wish to keep and they want to sell. The Park Department should take a look at purchasing a portion of the parking lot.

MOTION: made by Commissioner Fiorito to forward the Frederick Street Parking lot topic to Building & Maintenance Committee.
Seconded by Commissioner Bogdanski.
All in favor; Motion passed.

9) Other Business

10) Adjourn

MOTION: Made by Commissioner Fiorito to adjourn at 7:53 p.m.
Seconded by: Commissioner Bogdanski
All in favor; Motion passed.

Respectfully submitted,

Lisa Wilson, Recording Secretary
Board of Park Commissioners

DRAFT



Superintendent Report
Board of Park Commissioners
(March 18, 2020)

I. Project Updates (as of 3/13/2020)

Project	Progress/Status	Anticipated Completion
Page Park Pool Renovation	The project continues to move forward with concrete being poured, gutters installed, electrical work, painting prep, mechanical installations, shower valves, etc. A site visit is scheduled for March 18 th for the commission.	June 2020. Fundraising Gala proposed for Thursday June 25 th .
Parks & Recreation Master Plan	A 2-day long community engagement schedule has been established for March 16 th and 17 th . The firm will be meeting with a number of community stakeholders including the Parks Board to discuss ideas and conduct a needs assessment.	Plan completed in Fall 2020

II. Parks, Grounds and Facilities Division Highlights

- All 16 parks division staff members were trained in CPR, First Aid, and AED administration.
- Parks crew is hard at work preparing the ball fields for spring sports. Significant work is being done on the fields thanks to the new ABI ball field grooming machine.

III. Recreation Division Highlights

- The recreation division has met fall/winter/spring revenue projections with enrollment for spring session just beginning.
- A successful, new, Feed our Feathered Friends Event was held on February 1st, in conjunction with the Audubon Society of Connecticut. This event taught residents about the importance of providing food to birds during the winter months, and allowed them to make a DIY bird feeder that they could take home.

Recreation & Event Measures	February 2019	February 2020
# of youth engaged in recreation programs	467	522

# of adults engaged in recreation programs	139	181
Total # of recreation programs running	21	26

Additional Highlights by the numbers:

- *22% increase in preschool enrollment
- *347% increase in teen program participation
- *12% increase in youth recreation engagement

IV. Aquatics Division Highlights

- The Aquatics Division has completed summer hiring, training and shift schedules are in the process of being finalized with the goal of getting the information out earlier to staff.
- The Splash swim team is in their championship phase of the season. Both the boys and the girls took the high point award in 12 and under division

Aquatics Measures	February 2019	February 2020
# of visits to the Dennis Malone Aquatics Center	1,083	1,320
# of Pool Memberships sold	9	20
# of youth learning to swim	315	303