

Board of Park Commissioners  
Wednesday, October 21, 2020 at 6:00 pm  
WEBEX  
Special Meeting Agenda

1. Call to order
2. Attendance
3. Acceptance of meeting minutes
  - a. September 16, 2020 meeting minutes draft  
Documents:  
Attachment A
4. Public participation
5. Employee/Volunteer Recognition
  - a. Moment of silence for Ronnie Davi, former Park Maintainer
  - b. Recognition of the Recreation and Youth & Community Services collaboration for Fall Care
6. Superintendent's Report
  - a. Superintendent's Report to the Board of Park Commissioners as of October 16, 2020  
Documents:  
Attachment B
  - b. October YTD 2020 department financials  
Documents:  
Attachment C
7. Old business
  - a. Adoption of the 2020-2021 Department Policies and Operations Manual  
Documents:  
Attachment D
  - b. By Commissioners
8. New business:
  - a. New England Carousel Museum request to hold a Polar Plunge at Rockwell Park
  - b. Activitas and Pros Consulting's presentation of their Draft Site Analysis and Preliminary Recommendations
  - c. By Commissioners
9. Committee reports
  - a. Events Committee
  - b. Building & Maintenance Committee
  - c. Budget & Finance Committee
  - d. Diversity, Equity and Inclusion
  - e. City Council Liaison updates
10. Other business

Board of Park Commissioners  
Wednesday, October 21, 2020 at 6:00 pm  
WEBEX  
Special Meeting Agenda

a. By Commissioners

11. Adjourn

Respectfully submitted,  
Robin L. Klug, Board Secretary

Board of Park Commissioners  
Hosted by Parks and Recreation

Wednesday, Oct 21, 2020 6:00 pm | 2 hours | (UTC-04:00) Eastern Time (US & Canada)

Meeting number: 132 920 4896

Password: ZHpxdHaR773

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Board of Park Commissioners  
Wednesday, September 16, 2020 at 6:00 pm  
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT 06010  
Meeting Minutes

**1) Call to Order**

- a. Chairwomen Zoppo-Sassu called the meeting at 6:00 p.m.

**2) Attendance**

**Present:** Mayor Ellen Zoppo-Sassu, Chairwoman  
Sandra Bogdanski, Commissioner  
Erica Benoit, Comm. Outreach Coordinator  
Cynthia Donovan, Commissioner  
Robert Fiorito, Vice Chair  
Robert Kalat, Commissioner  
Walter Kalbach, Park Maintainer  
Robin Klug, Recording Secretary  
Paula O'Keefe, Commissioner  
Dr. Joshua Medeiros, Superintendent  
Scott Rosado, Council Liaison

**Absent:** Malcolm Huckaby, Commissioner

**3) Acceptance of meeting minutes**

- a. **MOTION:** Made by Commissioner Fiorito to accept the August 19, 2020 special meeting minutes.  
Seconded by: Commissioner Donovan, all in favor; motion carried.

**4) Public Participation**

- a. **MOTION:** Made by Commissioner Donovan that item 8-A, a proposal from the Arts & Culture Commission to create tree carving art on Memorial Boulevard, was heard under Public Participation. Seconded by: Commissioner Fiorito, all in favor; motion carried  
Lindsay Vigue presented the recommendation from the Arts Commission to turn a Memorial Boulevard tree, damaged by storm Isaias, into a sculpture fabricated by Jared Welcome of Hamden, CT. Discussion followed.  
**MOTION:** Made by Commissioner Fiorito to conceptually approve the sculpture as a joint effort with the Arts & Culture Commission and to revisit in late summer or early fall 2021.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried

**5) Employee Recognition**

- a. Erica Benoit, Community Outreach Coordinator was introduced, welcomed and addressed the Commission.

**6) Superintendent's Report**

- a. Superintendent Medeiros reported: Benches produced by Craig Yard from trees that came down in Page Park will be placed as Part of the Master Plan. A press release date for the award of the Pump Park grant will be selected in the next two weeks, discussion followed.

Board of Park Commissioners  
Wednesday, September 16, 2020 at 6:00 pm  
First Floor Meeting Room, City Hall, 111 North Main Street, Bristol, CT 06010  
Meeting Minutes

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

Seconded by: Commissioner O'Keefe, all in favor; motion carried.

**b. YTD Department Financials**

**MOTION:** Made by Commissioner Fiorito to accept the YTD Department Financials and place on file.

Seconded by: Commissioner O'Keefe, all in favor; motion carried.

**7) Old Business**

- a. A final draft of the Department Policies & Operations Manual will be presented next month, discussion followed.
- b. There was no Old Business by Commissioners.

**8) New Business**

- a. Item 8-A was heard under Public Participation.
- b. The initial report of the Community Needs Assessment was summarized and discussed.  
**MOTION:** Made by Commissioner Fiorito to accept the Community Needs Assessment and place on file.  
Seconded by: Commissioner Bogdanski, all in favor; motion carried.
- c. Commissioner Fiorito brought forth the new business of exploring the possibility of repurposing discarded turf from Board of Education fields which are being resurfaced, discussion followed.

**9) Committee Reports:**

- a. Events Committee: No report.
- b. Building & Maintenance Committee: No report.
- c. Budget & Finance Committee:
  - i. Commissioner Fiorito summarized the Budget & Finance sub-committee meeting that took place at 4:00 pm on September 19, 2020, discussion followed.
- d. City Council Liaison: No report.

**10) Other Business**

- a. There was no other business brought forward by Commissioners.

**10) Adjourn**

- a. **MOTION:** Made by Commissioner Fiorito to adjourn at 7:45 p.m.  
Seconded by: Commissioner Donovan, all in favor; motion passed.

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



**Superintendent Report**  
Board of Park Commissioners  
(October 21, 2020)

**I. Project Updates (as of 10/16/2020)**

<b>Project</b>	<b>Progress/Status</b>	<b>Anticipated Completion</b>
Page Park Pool Renovation	Final aspects of the project are being completed. The City will be meeting with Banton on a final “punch list” in the coming days to address any final outstanding items before the project can be completed.	TBA Fall 2020
Parks & Recreation Master Plan	Three engagement meetings were scheduled in the month of October to inform stakeholders of the project status. This includes both Parks Board and Youth Commission as well as a community public meeting.	Plan completed in late Fall 2020.
Pine Lake Enhancements	On 10/13 department staff visited Winding Trails in Farmington for a tour of their high ropes course. Department leadership met on 10/16 to discuss the plan of attack for re-engaging the Pine Lake Adventure Park.	TBA early 2021
Muzzy Field Renovations	The project is underway with light fixtures installed and the field completely stripped. Weekly project status meetings are being coordinated with To Design and the contractors.	Construction anticipated for Fall 2020 with stadium use resuming in spring/summer 2021
Page Pavilion Interior Renovations	EDM architecture and engineering firm provided the city cost estimates for the renovation. Currently the numbers and scope exceed \$500,000. Staff are working with EDM to look for savings and discuss a plan of attack for a complete building renovation.	Winter 2021
Mountain Bike Pump Park	The City purchased design/construction documents for the pump park. Bike Bristol and staff will work closely to define a more specific budget before construction will begin. Additionally, staff have participated in 2 NRPA workshops associated with the grant.	March 2021

## II. Parks, Grounds and Facilities Division Highlights

- ) Parks leadership have been working closely with contractors at Muzzy Field to ensure the project stays on track. Staff are exploring long term maintenance plans for the ball field once it re-opens in 2021.
- ) Parks has been collaborating closely with Recreation in order to coordinate fall programs including prepping fields and moving equipment. This has included a number of traditionally indoor programs that were shifted outdoors due to access issues with BOE.

### *Vandalism Updates*

<b>Damage</b>	<b>Location/Date</b>	<b>Repair Progress/Update</b>
Stolen Swings	Page Park lower playground	Seeking replacement
Stolen Basketball Rim	Page Park Basketball Court	Seeking replacement

## III. Recreation Division Highlights

- ) Bristol Parks, Recreation, Youth and Community Services implemented a new Fall Care program to assist community members in need of child care during the hybrid school year. The program has been a major success averaging 72 children served per week.
- ) Amry Shelby and Sarah Larson attended the annual banquet for the Retiree Golf League on September 29. Despite all restrictions surrounding the coronavirus, the Retiree Golf League remained successful.

<b>Recreation Measures</b>	<b>September 2019</b>	<b>September 2020</b>
# of youth engaged in recreation programs	280	328
# of adults engaged in recreation programs	178	102
Total # of recreation programs running	22	15

Additional Highlights by the numbers:

- ) # of youth engaged in recreation programs increased from last year due to the implementation of our Fall Care program.

**IV. Aquatics Division Highlights**

- ) Pool attendance has been steady with capacity set at 30 per time slot. We have eliminated the reservation system and returned to a first come first served process. Extensive cleaning and COVID-19 prevention measures remain in place for the safety of pool patrons.
- ) High School swim teams have begun practice and are doing an excellent job complying with COVID-19 regulations.
- ) Maintenance staff have spent time working on upkeep and repairs at Rockwell Pool including sprucing up the locker rooms and grinding down the pool shell to prepare for painting in the spring.
- ) Aquatics Supervisor Jaimie Clout recorded a speed session for the upcoming NRPA Virtual conference.
- ) Aquatics Supervisor Clout is collaborating with Community Engagement Coordinator Erica Benoit to finalize plans for a 25<sup>th</sup> Anniversary Celebration of DMAC as well as an overall marketing strategy for the facility.

<b>Aquatics Measures</b>	<b>September 2019</b>	<b>September 2020</b>
# of visits to the Dennis Malone Aquatics Center	1381	1288
# of Pool Memberships sold	208	53*
# of youth learning to swim	599	276**

*\*Annual memberships were extended to December 31, 2020 to accommodate the months DMAC was closed due to shutdown of the state.*

*\*\*Currently the facility is operating at 25% capacity for programs. We are unable to offer the traditional amount of swim lessons due to COVID-19 state restrictions.*

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

- ) Erica Benoit, Community Engagement Coordinator, hosted the departments first monthly branding and marketing meeting with a representative from each division present.
- ) New department branded templates were created for Microsoft Office, Email, and Social.
- ) Established Monthly Content Calendar to guide marketing outreach efforts.
- ) Hosted a Press Conference at Rockwell Park to announce the departments’ receipt of the NRPA Access to Youth Sports Grant and unveil plans park enhancements.
- ) Included directions to access the fall brochure in the Farmers to Families Food Distribution for exposure to over 2,300 community members.

<b>Outreach, Marketing, and Event Measures</b>	<b>September 2019</b>	<b>September 2020</b>
% of reach on social media comprised of “non-followers”	N/A	13%
% of new-follows as a result of a direct search for the department	N/A	10%
# of emails the department has on file	N/A	15,195

### **Upcoming Special Events- Save the Date**

<b>Event Name</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Zombie Treasure Dive	Sat. – October 17, 2020	6 PM – 8 PM	Dennis Malone Aquatic Center
Bristol Green Team	Sun. - October 18, 2020	12 PM – 2 PM	Page Park
Caring Closet Drive Through Donation Drop Off	Sat. – October 24, 2020	10 AM – 2 PM	Youth & Community Services
Halloween Spooktacular	Sat. – October 24, 2020	7 PM – 11:30 PM	Across from City Hall
Virtual Public Forum	Wed. – October 28, 2020	6:30 PM – 7:30 PM	Zoom - Virtual
Red Ribbon Week	October 23 – 31, 2020	Ongoing	Varies

ATTACHMENT C

10/16/2020 14:29  
RobinKlug

CITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 12

ACCOUNTS FOR: 0017021 PARKS ADMINISTRATION	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
480003 PARK TRUST FUNDS	-400,000	-400,000	-132,566.50	.00	.00	-267,433.50	33.1%
480004 PARK TRUST GOODSELL INCOME	-23,330	-23,330	-6,262.50	.00	.00	-17,067.50	26.8%
514000 REGULAR WAGES & SALARIES	329,125	329,125	85,262.78	.00	.00	243,862.22	25.9%
515100 OVERTIME WAGES & SALARIES	4,670	4,670	1,249.39	.00	.00	3,420.61	26.8%
552100 LIABILITY INSURANCE	47,755	47,755	54,403.83	.00	3,574.17	-10,223.00	121.4%
553000 TELEPHONE	4,300	4,300	951.72	.00	3,048.28	300.00	93.0%
553100 POSTAGE	950	950	35.45	.00	.00	914.55	3.7%
554000 TRAVEL REIMBURSEMENT	900	900	.00	.00	.00	900.00	.0%
555000 PRINTING & BINDING	480	480	.00	.00	593.00	-113.00	123.5%
557700 ADVERTISING	8,000	8,000	2,536.16	.00	163.84	5,300.00	33.8%
561800 PROGRAM SUPPLIES	2,000	2,000	668.84	.00	933.32	397.84	80.1%
569000 OFFICE SUPPLIES	2,000	2,000	268.04	.00	1,231.96	500.00	75.0%
581120 CONFERENCES & MEMBERSHIPS	6,750	6,750	3,492.53	.00	1,271.00	1,986.47	70.6%
589100 MISCELLANEOUS	0	215,016	10,243.00	.00	5,057.00	199,716.00	7.1%
TOTAL PARKS ADMINISTRATION	-16,400	198,616	20,282.74	.00	15,872.57	162,460.69	18.2%
TOTAL REVENUES	-423,330	-423,330	-138,829.00	.00	.00	-284,501.00	
TOTAL EXPENSES	406,930	621,946	159,111.74	.00	15,872.57	446,961.69	

ATTACHMENT C

10/16/2020 14:32  
RobinKlug

CITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 12

ACCOUNTS FOR:  
0017023 RECREATION

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450105 SUMMER RECREATION PROGRAM	-276,200	-276,200	-73,354.75	.00	.00	-202,845.25	26.6%
450107 FALL/WINTER REC CHARGES	-33,165	-33,165	-3,327.00	.00	.00	-29,838.00	10.0%
514000 REGULAR WAGES & SALARIES	127,200	127,200	26,688.90	.00	.00	100,511.10	21.0%
515100 OVERTIME WAGES & SALARIES	3,200	3,200	.00	.00	.00	3,200.00	.0%
515200 PARTTIME WAGES & SALARIES	303,200	303,200	177,991.40	.00	.00	125,208.60	58.7%
518000 WORKERS' COMP SALARY	0	0	102.00	.00	.00	-102.00	100.0%
531000 PROFESSIONAL FEES & SERVICES	133,000	133,000	37,635.95	.00	13,595.20	81,768.85	38.5%
557700 ADVERTISING	1,200	1,200	.00	.00	.00	1,200.00	.0%
561800 PROGRAM SUPPLIES	34,000	34,000	4,349.07	.00	5,939.53	23,711.40	30.3%
581120 CONFERENCES & MEMBERSHIPS	1,250	1,250	875.00	.00	465.00	-90.00	107.2%
TOTAL RECREATION	293,685	293,685	170,960.57	.00	19,999.73	102,724.70	65.0%
TOTAL REVENUES	-309,365	-309,365	-76,681.75	.00	.00	-232,683.25	
TOTAL EXPENSES	603,050	603,050	247,642.32	.00	19,999.73	335,407.95	

ATTACHMENT C

10/16/2020 14:31  
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CITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 12

ACCOUNTS FOR: 0017022 PARKS GROUNDS & FACILITIES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450311 MUZZY FIELD RENTALS	-25,000	-25,000	-7,989.00	.00	.00	-17,011.00	32.0%
450321 RENTALS	-8,000	-8,000	-1,781.00	.00	.00	-6,219.00	22.3%
450322 CONCESSION & MISC	-6,500	-6,500	-3,763.00	.00	.00	-2,737.00	57.9%
450400 MISC CHARGES FOR SERVICES	-400	-400	.00	.00	.00	-400.00	0%
514000 REGULAR WAGES & SALARIES	987,455	987,455	265,635.77	.00	.00	721,819.23	26.9%
515100 OVERTIME WAGES & SALARIES	112,000	112,000	36,041.14	.00	.00	75,958.86	32.2%
515200 PARTTIME WAGES & SALARIES	50,500	50,500	23,609.88	.00	.00	26,890.12	46.8%
517000 OTHER WAGES	0	0	1,198.00	.00	.00	-1,198.00	100.0%
541000 PUBLIC UTILITIES	69,500	69,500	34,463.29	.00	35,036.71	.00	100.0%
541100 WATER & SEWER CHARGES	42,400	42,400	29,466.27	.00	12,533.73	400.00	99.1%
542140 REFUSE	16,000	16,000	3,195.96	.00	7,723.64	5,080.40	68.2%
543000 REPAIRS & MAINTENANCE	54,000	54,000	22,775.31	.00	32,188.84	-964.15	101.8%
543100 MOTOR VEHICLE SERVICE & REPAIR	15,000	15,000	4,311.69	.00	8,118.84	2,569.47	82.9%
561400 MAINT SUPPLIES & MATERIALS	92,000	92,000	18,991.22	.00	52,768.97	20,239.81	78.0%
562100 HEATING OIL	10,040	10,040	605.88	.00	9,434.12	.00	100.0%
562600 MOTOR FUELS	24,000	24,000	6,626.62	.00	9,558.03	17,373.38	27.6%
563000 MOTOR VEHICLE PARTS	25,000	25,000	4,078.83	.00	9,558.03	11,363.14	54.5%
563100 TIRES	3,000	3,000	.00	.00	.00	3,000.00	0%
570905 SMALL EQUIPMENT	10,200	10,200	6,996.43	.00	3,584.78	-381.21	103.7%
581120 CONFERENCES & MEMBERSHIPS	4,000	4,000	900.00	.00	.00	3,100.00	22.5%
581200 VANDALISM	4,000	4,000	.00	.00	600.00	3,400.00	15.0%
TOTAL PARKS GROUNDS & FACILITIES	1,479,195	1,479,195	445,363.29	.00	171,547.66	862,284.05	41.7%
TOTAL REVENUES	-39,900	-39,900	-13,533.00	.00	.00	-26,367.00	
TOTAL EXPENSES	1,519,095	1,519,095	458,896.29	.00	171,547.66	888,651.05	

10/16/2020 14:33  
RobinKlug

CITY OF BRISTOL  
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 13

JOURNAL DETAIL 2021 1 TO 2021 12

ACCOUNTS FOR:  
0017024 AQUATICS

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
450103 POOL CHARGES	-203,500	-203,500	-43,124.00	.00	.00	-160,376.00	21.2%
514000 REGULAR WAGES & SALARIES	201,210	201,210	55,758.63	.00	.00	145,451.37	27.7%
515100 OVERTIME WAGES & SALARIES	5,500	5,500	1,963.36	.00	.00	3,536.64	35.7%
515200 PARTTIME WAGES & SALARIES	354,505	354,505	151,577.74	.00	.00	202,927.26	42.8%
517000 OTHER WAGES	0	0	-175.00	.00	.00	175.00	100.0%
531000 PROFESSIONAL FEES & SERVICES	8,500	8,500	1,581.00	.00	4,197.80	2,721.20	68.0%
541000 PUBLIC UTILITIES	58,300	58,300	3,819.83	.00	46,180.17	8,300.00	85.8%
541100 WATER & SEWER CHARGES	20,500	20,500	719.24	.00	19,280.76	500.00	97.6%
543000 REPAIRS & MAINTENANCE	35,000	35,000	2,185.12	.00	13,614.88	19,200.00	45.1%
557700 ADVERTISING	500	500	.00	.00	.00	500.00	0%
561400 MAINT SUPPLIES & MATERIALS	25,000	25,000	1,763.26	.00	11,341.74	11,895.00	52.4%
561800 PROGRAM SUPPLIES	15,000	15,000	964.32	.00	5,424.74	8,610.94	42.6%
562100 HEATING OIL	2,000	2,000	.00	.00	2,000.00	.00	100.0%
562200 NATURAL GAS	26,750	26,750	5,217.32	.00	7,782.68	13,750.00	48.6%
581120 CONFERENCES & MEMBERSHIPS	2,500	2,500	1,035.00	.00	200.00	1,265.00	49.4%
TOTAL AQUATICS	551,765	551,765	183,285.82	.00	110,022.77	258,456.41	53.2%
TOTAL REVENUES	-203,500	-203,500	-43,124.00	.00	.00	-160,376.00	
TOTAL EXPENSES	755,265	755,265	226,409.82	.00	110,022.77	418,832.41	



# ADMINISTRATION & OPERATIONS MANUAL 2020-2021



The Bristol Parks, Recreation, Youth and Community Services Department Administration and Operations Manual was established in 2006 by department personnel in conjunction with the Board of Park Commissioners. The manual is reviewed regularly and changes are formally adopted by the Board of Park Commissioners on an annual basis.

Revised & Approved: October 2020

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Mayor/Chair of Board of Park Commissioners)

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent of Parks, Recreation, Youth and Community Services)  
Department of Parks, Recreation, Youth and Community Services

Land Acknowledgement: Bristol Parks, Recreation, Youth and Community Services acknowledges that we are stewards of the traditional land of the first people of Bristol, the Tunxis People past and present, and honor with gratitude the land itself and the Tunxis Tribe.

DRAFT

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Bristol, CT 06010

Phone # 860-584-6160

[Parksandrecreation@bristolct.gov](mailto:Parksandrecreation@bristolct.gov)

[www.bristolrec.com](http://www.bristolrec.com)

Office hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

(Summer Hours- Memorial Day through Labor Day close at 2pm on Fridays)

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### Timetable for Adoption and Review of Documents

Document	Approving Agency	Date of Approval	Review Schedule
ADA Transition Plan	Board of Park Commissioners	Anticipated Fall 2020	Annually
Administrative Policies and Procedures	Board of Park Commissioners	October 2020	Annually
Agency Goals, Objectives and Accomplishments	Board of Park Commissioners	5/2020	Annually
Annual Department Budget	Joint Board	5/2020	Annually
Area and Facilities Development Policies and Procedures	Board of Park Commissioners	Needs to be developed	Annually
Codes, Laws, and Ordinances	City Council	August 2020	Annually
Community Comprehensive Plan with Parks and Recreation Component	Planning Commission	April 1, 2018	Biennially with new plan created every 10 years
Community Education for Leisure Process	Board of Park Commissioners	Needs to be developed	Annually
Community Relations Plan	Board of Park Commissioners	Needs to be developed	Annually
Compensation Plan	City Council	Varies by union	Every 5 years per union contracts
Comprehensive Revenue Policy	Board of Park Commissioners	Needs to be developed	Annually
Emergency Risk Communications Plan and Procedures	Board of Park Commissioners	Needs to be developed	Annually
Employee Training and Development Program	Board of Park Commissioners	Needs to be developed	Annually
Facility Legal Requirements	Board of Park Commissioners	Needs to be developed	Annually
General Security Plan	Board of Park Commissioners	Needs to be developed	Annually
Job Analyses for Job Descriptions	Human Resources and Unions	July 2020	As position opens or every five years, whichever comes first.
Leadership Succession Procedure	Board of Park Commissioners	October 2020	Annually
Maintenance and Operations Management Standards	Board of Park Commissioners	Needs to be developed	Annually
Marketing Plan	Board of Park Commissioners	Needs to be developed	Annually
Needs Assessment	Board of Park Commissioners	Anticipated Fall 2020	Every 3 years
Park and Recreation System Master Plan	Board of Park Commissioners	Anticipated Fall 2020	Annually with new plan created every 10 years
Parkland Acquisition Procedures	Board of Park Commissioners	Needs to be developed	Annually
Personnel Policies and Procedures Manual	Human Resources	February 13, 2019	Annually

ATTACHMENT D

Program Objectives	Board of Park Commissioners	Needs to be developed	Annually
Public Information Policy and Procedure	Board of Park Commissioners	Needs to be developed	Annually
Records Disaster Mitigation and Recovery Plan and Procedures	Board of Park Commissioners	Needs to be developed	Annually
Records Management Policy and Procedures	City Clerk	January 2020	Annually
Recreation and Leisure Trends Analysis	Board of Park Commissioners	Anticipated Fall 2020	Every 3 years
Recreation Programming Plan	Board of Park Commissioners	Needs to be developed	Annually
Recruitment Process	Human Resources	Needs to be incorporated into the manual	Annually
Recycling and/or Zero Waste Plan	Board of Park Commissioners	Needs to be developed	Annually
Risk Management Plan and Procedures	Board of Park Commissioners	Needs to be incorporated into manual	Annually
Risk Management Policy	Emergency Management Office	Needs to be incorporated into manual	Annually
Strategic Plan	Board of Park Commissioners	Needs to be developed following the master plan	Annually
Vision	Board of Park Commissioners	10/2019	Annually
Workforce Health and Wellness Program	Human Resources	Needs to be developed	Annually

The documents indicated in the timetable represent best practices from the National Recreation Parks Association and standards for the Commission for Accreditation of Parks and Recreation Agencies. Many of the documents are still in development and will be weaved into this manual for approval once they are completed.

## Department Overview

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### Department Mission Statement

It is the mission of the Bristol Parks, Recreation, Youth and Community Services Department to enhance the quality of life for all Bristol residents. This is achieved through the delivery of high quality programs, essential services and well maintained facilities that meet the diverse needs of the community.

### Our Vision

The Bristol Parks, Recreation, Youth and Community Services Department is an essential department impacting the lives of all Bristol residents. In addition to providing high quality services and facilities, the department is committed to being at the forefront of solution-based problem solving to address current and future challenges facing the City of Bristol.

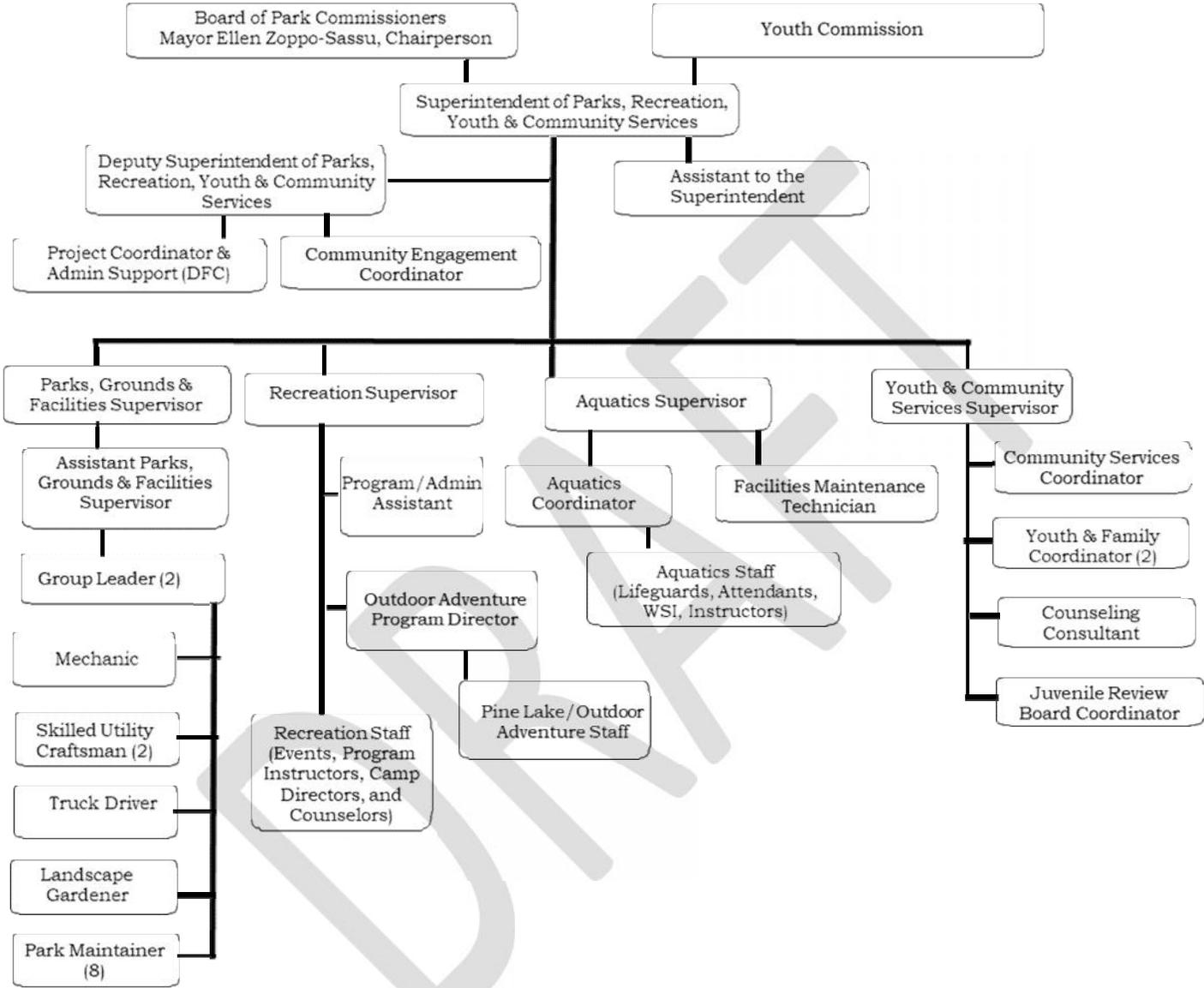
### Core Values

- ) **Commitment to Service:** Utilize a responsive, customer-centric, resident driven professional approach to all areas of service delivery.
- ) **Commitment to Partnership:** Develop strong community partners with local organizations to create mutually beneficial sponsorship opportunities, client referrals/resources and program collaboration to ensure the diverse needs of the community are being met.
- ) **Commitment to Diversity, Inclusion and Social Equity:** Ensuring every resident feels welcome and has access to great Parks, Recreation, Youth and Community Services; regardless of age, ability, ethnicity, gender, religion, sexual orientation and socio-economic status.
- ) **Commitment to Stewardship and Conservation:** Managing city parks and open space to preserve natural resources and park assets for future generations.

### Equity, Inclusion and A.D.A Statement

The City of Bristol Parks, Recreation, Youth and Community Services Department believes that equitable access to high quality recreation, parks services and youth services is a right, not just a privilege. The department provides scholarships to qualifying families and inclusion services that allow persons with and without disabilities to recreate together in environments that are safe, fun and respectful. The City of Bristol will comply with the requirements of the Americans with Disabilities Act. The ADA Transition plan will be a part of the final Master Plan document anticipated to be completed in the fall of 2020.

2020 Organizational Chart



### Department Guiding Principles

All department employees are held accountable to follow the guiding principles established by the Superintendent of Parks, Recreation, Youth and Community Services.

Principles/Expectations	Examples/Definition
Financial Management	<ul style="list-style-type: none"> <li>) Good stewards of tax payer money</li> <li>) Responsible decision making surrounding purchases</li> <li>) Regular oversight of division/program budgets</li> <li>) Responsible use of overtime/comp time</li> <li>) Seeking creative/alternative funding sources through donors, sponsorships and grants</li> </ul>
Staff Management	<ul style="list-style-type: none"> <li>) Sets high standards, follows through and holds staff accountable</li> <li>) Motivates staff for best performance</li> <li>) Provides training opportunities and professional development</li> <li>) Provides good communication and organization of tasks</li> </ul>
Public Relations	<ul style="list-style-type: none"> <li>) Regularly engages with the public in a positive way</li> <li>) Resolves issues with the public in a thoughtful and timely manner</li> <li>) Utilizes customer focused decision making</li> <li>) Responsive to customer needs, understanding, educates</li> </ul>
Administration	<ul style="list-style-type: none"> <li>) Timely and accurate reports</li> <li>) Accurate payroll management</li> <li>) Follows purchasing policies</li> <li>) Accurate data collection and record keeping</li> <li>) Provides information to supervisors/other departments in a timely manner</li> </ul>
Professionalism	<ul style="list-style-type: none"> <li>) Engages in team work to achieve tasks when appropriate</li> <li>) Solution oriented problem solving</li> <li>) Offers creative ideas to better the organization</li> <li>) Supports other division supervisors and department staff</li> <li>) Has a positive attitude</li> <li>) Investigates issues thoroughly prior to reacting or rendering judgement</li> <li>) Willingness to learn and receive feedback</li> </ul>

### Divisions

In order to meet our mission and administer the best quality services in the most efficient way, the Department of Parks, Recreation, Youth and Community Services is organized into 5 operational divisions including: Administration, Parks, Grounds and Facilities Maintenance, Recreation, Aquatics, and Youth and Community Services. The professional staff consists of 32 full-time employees and more than 300 part-time seasonal employees.

**Administration** is responsible for developing a fiscally responsible department budget that meets the changing and dynamic needs of the community. Administration provides stewardship to the many benefactors of the Parks, Recreation, Youth and Community Services Department which include 8 trust and endowment funds, as well as, the Friends of Bristol Parks and Recreation Fund through the Main Street Community Foundation. The division is also responsible for over \$500,000 of youth services grants including the Drug Free Communities Program and B.E.S.T.-4- Bristol Prevention Coalition. The division interfaces and coordinates with dozens of non-profits, sports organizations, and civic groups that utilize park space for events including the Mums Festival, West End Association Summer Festival, and Veterans organizations - drawing thousands of visitors into the city each year. Administration manages the department master/strategic plans, establishes fundraising events, pursues new funding sources and provides direct project management for the pursuit of CAPRA (Commission for Accreditation of Park and Recreation Agencies) accreditation.

**Parks, Grounds and Maintenance Division** is responsible for over 730 acres of park land which includes two major active parks with over 100 acres each, eight neighborhood parks, a lighted stadium, an indoor aquatics facility, a veteran's memorial park, and four open space, passive parks. The division is responsible for the upkeep of park amenities including 3 water spray parks, 14 tennis courts (5 lighted), 6 lighted sand volleyball courts, 1 modified pickle ball court, 7 fishing areas, 2 horseshoe pits, 2 bocce courts, 6 basketball courts, 6 pre-school playscapes, an ADA compliant accessible playground, para-fitness course, 4 baseball diamonds, 6 (3 lighted) softball diamonds, jogging path, metered walking path, hiking trails, mountain bike trails, 2 eighteen hole disc golf courses, 2 off-leash dog parks, and a skate park plaza.



**Recreation Division** is responsible for administering hundreds of recreational programs and special events throughout the year. A variety of programs are offered; serving the varied interests of Bristol residents from pre-school to senior citizens. This includes popular summer camps, sports clinics, arts instruction, Summer Concerts, Santa Land Village, and much more. Recreational programs increase physical, social, and emotional wellness and serve to enhance community spirit, as well as, the quality of life for every resident. The former Pine Lake Challenge Course was rebranded as the Pine Lake Adventure Park, and re-aligned within the recreation division in order to provide a well-rounded recreational and outdoor adventure-based



experiential learning program.

**Aquatics Division** is responsible for the oversight of the Dennis Malone Aquatics Center and two outdoor park pools at Page and Rockwell. The division offers seasonal memberships and daily passes for thousands of patrons annually. An extensive

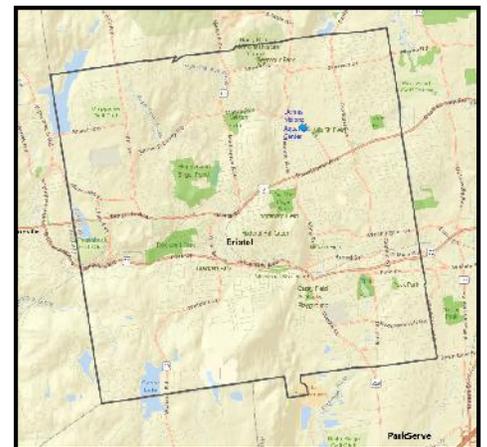


American Red Cross Learn to Swim program is offered at all 3 facilities; annually teaching thousands of Bristol youth this critical life skill. In addition, the division offers water fitness programs, training classes, recreational swim teams, special events, and more. The Dennis Malone Aquatics Center is also host to Bristol Central High School/Bristol Eastern High School Swim Teams, St. Paul and Lewis Mills Swim Teams, private rentals and Bristol Health for water therapy.

**Youth and Community Services Division** is responsible for the coordination of a comprehensive community-based youth services bureau and the delivery of essential life services for Bristol residents in need. The Bureau strives to enhance the networking and support between family, school, peer and community environments. Direct services including juvenile diversion programming, individual and family counseling, outreach support, crisis support and case management, youth employment training and positive youth development opportunities. Community Services provides adults with critical information and referrals to available community and state resources. Advocacy and referrals are made for housing, mental/physical health, medical insurance, state benefits, and utilization of the statewide 211 resource. Short term case management and support is provided to individuals in transition and/or emotional distress. One-time assistance is available to residents descending into a long-term crisis or life altering circumstances. In July 2020 the Parent and Child Center formally housed with Bristol Health merged into the Youth and Community Services Division.

### **Jurisdiction**

The Bristol Parks, Recreation, Youth and Community Services Department and Board of Park Commissioners has been given jurisdiction over all public park areas and open spaces within the corporate boundaries of the City of Bristol per City Charter. The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same, and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places. A listing of the city-owned property, under the care of the Board of Park Commissioners, is on file in the office of the town and city clerk. [Bristol, Connecticut, Municipal Code, § 43, \(a\), \(k\), \(l\)](#).



### **Parks and Recreation Locations and Facilities**

The Parks, Recreation, Youth and Community Services Department is responsible for the stewardship of over 730 acres of city parks and open space. Parks and facilities include:

*Brackett Park* – Two acres purchased from Carlyle F. Barnes in 1917 and later named for Dr. A. S. Brackett who was instrumental in securing the purchase. Entrances are located on School Street and North Main Street. Facilities: Basketball court, gazebo, enclosed toddler playground, and memorial garden. Goodsell Toddler playground was established in 1974.

*Casey Field* – Nine acres transferred from the Sewer Department in 1950 and later named for former Mayor James P. Casey. The entrance is located on Lake Avenue. Facilities: Lighted softball field, parking, and youth football facility.

*Dennis Malone Aquatics Center* - Built in 1995 and named after Superintendent Dennis Malone, located on Mix Street. Facilities: Indoor swimming pool which offers daily and seasonal memberships, as well as, swim lessons, water exercise programs, swim teams, and rentals.

*E.G. Stocks Playground* – One and a half acres transferred from the Sewer Department in 1954 and later named for former Superintendent of Parks, E. Gordon Stocks. The entrance is located on Middle Street. Facilities: Basketball court, regular playground, four lighted sand volleyball courts, restrooms, pavilion shelter, and water-spray park. The facility received a major renovation in 2006.

*Federal Hill Green* - Two acres, designated park controlled when the Board of Park Commissioners was formed in 1913, located at Maple Street and Queen Street. Facilities: Community green area, lighted walkway, regular playground, playfield, gazebo and park benches. Riordin Toddler Playground was established in 1974.

*Hoppers/Birge Pond Nature Preserve* – Two hundred and seventy acres acquired in 1973 and located off of Beech Street and Ambler Road. Facilities: Open space with geological kettles, hiking paths, boardwalk, fishing pond, and kayaking and canoeing.



*Kern Park* – Twenty-two acres deeded to the City in 1966, Kern Park is a larger parcel which now consists of Ivy Drive School to its north. The park is named after long time Park Commissioner Herbert L. Kern and is currently a passive recreation area with nature trails connecting the school grounds to surrounding neighborhoods, wetlands and upland habitats.

*Mix Street Field* – Ten acres of land provided by the New Britain and Bristol Water Departments in 2014. Facilities: Lighted softball field and multi-use youth field.



*Muzzy Field* – Eight and a half acres given in 1912 by Park Commissioner Adrian Muzzy in memory of his two sons. The field is located on Muzzy Street. Facilities: Lighted baseball, football, and soccer stadium complex with a

seating capacity for baseball-4,900 and football/soccer-5,800.

*Nelson Field* – Fifty acres acquired in 1988 under the Recreation and National Heritage Trust Program and the State of Connecticut D.E.P. The entrance is off Burlington Avenue. Facilities: Parking, passive recreation and sledding hill.

*Page Park* – Eighty-six acres given by DeWitt and May Rockwell Page in 1933. Entrances are located off King Street, Moody Street, Page Avenue and Woodland Street. Facilities: Outdoor swimming pool, boundless playground, fishing lagoon, 18 hole disc golf course, rain garden, water spray park, picnic areas, five lighted tennis courts, lighted softball field, hardball diamond, horseshoe pits, basketball court, pavilion and lodge buildings which house arts and camp programs through the year. Ingraham Field (a section of Page Park): Eight acres given in 1936 by Edward Ingraham. The entrance is off Woodland Street. Facilities: Playfield located within confines of Page Park.

*Peck Park* – Eight acres transferred from the Board of Education to the Parks and Recreation Department in 1976. It was developed and constructed through Community Development



funding and completed in 1977. A trust fund was established to help maintain the park under the will of Constant Y. Peck. Entrance is located on Daley Street, additional parking at Greene-Hills School. Facilities: Four tennis courts, regular playground, and youth softball and t-ball fields.

*Pine Lake* – Fifty four acres acquired from the Conservation Commission on May 27, 1968. The entrance is located off Emmett Street, Pine Street, and Birch Street. Facilities: Fishing pond, accessible fishing pier and parking lot, ropes challenge course, and Bristol Soccer Club Facility. The Pine Lake Challenge course became part of the purview of the Parks and Recreation Department in 2019 when the Youth Services Department merged.



*Quinlin Veterans Memorial Park* – Located on Broad Street. Acquired through the City Council in June of 1979.

*Roberts Property* – Seventeen acres of city open space was acquired by the City Council in August 10, 2004. The site was studied for a multi-use sports complex but the project was never completed. The facility is currently an off-leash dog park and walking trail.



*Rockwell Park* – One hundred and five acres given by Albert and Nettie Rockwell in 1911. Entrances are located off Jacob Street, Dutton Avenue, Park Street, and Terryville Road. Facilities: Lagoon, fishing

pond, regular playground, toddler playground, outdoor swimming pool, water-spray park, 18 hole disc golf course, picnic areas, basketball court, para-fitness course, multi-purpose field, walking/hiking trail, mountain bike trails, pavilions, dog park, concrete skate park plaza, and lighted sand volleyball courts. Fraser Field (section of Rockwell Park): Given by Albert Rockwell in 1914 and later named for former Park Superintendent, Willis P. Fraser. The entrance is located on Park Hill Road and Terryville Road. Facilities: Four little league fields for McCabe-Waters Little League.

*Seymour Park* – Five acres acquired through the estate of George Dudley Seymour in 1971. The park is located on Shrub Road next to Barnes Nature Center. Facilities: Hardball diamond (Riley Field), basketball court, two tennis courts, picnic area, and regular playground. Riley Field was dedicated to former Superintendent Sarge Riley in 1974.

*Veterans Memorial Park and Boulevard* – Twenty five acres given in 1921 by Albert Rockwell along with the school property. The entrance is located off Main Street, South Street, and Riverside Ave. Facilities: Passive recreation parallel to the Pequabuck River with benches, two fishing ponds, memorial monuments, parking, multi-use athletic field and walking path with mile markers. The Parks Department assumed maintenance responsibilities of the Memorial Boulevard fields in June 2013. The tennis courts were closed down in 2016 due to their condition.



*Wilson Field* - Two acres given by Bristol Brass Corporation in memory of Albert Wilson in 1950. The playground is located on King Street. Facilities: Regular playground, youth softball field and basketball court.

## **Boards and Committees**

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### **Board of Park Commissioners**

The Board of Park Commissioners was established in 1913 to provide stewardship and policy oversight of the Parks Department. The commission consists of the Mayor as an ex officio, chairman, six commissioners, a Council Liaison and a Board of Finance Liaison. The Board of Park Commissioners meets the 3rd Wednesday of every month at 6:00 p.m. in City Hall in the 1st floor meeting room (unless otherwise noted). [Bristol, Connecticut, Municipal Code, § 43, \(a\)](#).

**Board Members**

Name	Date of Appointment	Date of Expiration	Term Status
Mayor Ellen Zoppo-Sassu, Chair	11/11/2019	11/2021	N/A
Robert Fiorito, Vice Chair	4/10/2018	12/2020	Reappointment
Cynthia Donovan	12/10/2019	12/2022	Reappointment
Robert Kalat	12/10/2019	12/2022	Reappointment
Sandra Bogdanski	12/10/2019	12/2022	Reappointment
Paula O'Keefe	12/12/2017	12/2020	Reappointment
Malcolm Huckaby	7/9/2019	12/2021	Replace resignation

**Subcommittees of the Board of Park Commissioners**

The **Budget and Finance Subcommittee** is comprised of three members of the Board of Park Commissioners as assigned by the Mayor/Board Chair and is tasked with considering fiscal matters assigned to them by the full board. This includes an annual review of the department operating and capital improvement budget requests as well as other fiscal matters such as setting/modifying park use fees. The Subcommittee meets on an as needed basis.

Name	Date of Appointment	Date of Expiration
Robert Fiorito, Vice Chair	4/10/2018	12/2020
Malcolm Huckaby	7/9/2019	12/2021
Sandra Bogdanski	12/10/2019	12/2022

The **Building and Maintenance Subcommittee** is comprised of three members of the Board of Park Commissioners as assigned by the Mayor/Board Chair and is tasked with considering matters assigned to them by the full board regarding the upkeep, development, or acquisition of park property. The committee may vet new projects recommended by the department or the community.

Name	Date of Appointment	Date of Expiration
Robert Fiorito, Vice Chair	4/10/2018	12/2020
Robert Kalat	12/10/2019	12/2022
Cynthia Donovan	12/10/2019	12/2022

The **Events Subcommittee** is comprised of three members of the Board of Park Commissioners as assigned by the Mayor/Board Chair and is tasked with considering matters assigned to them by the full board regarding large scale events. The committee may vet new community events

being held on park property as well as assist department personnel with planning and executing select special events as required

Name	Date of Appointment	Date of Expiration
Paula O'Keefe	12/12/2017	12/2020
Cynthia Donovan	12/10/2019	12/2022
Sandra Bogdanski	12/10/2019	12/2022

The **Hoppers-Birge Pond Subcommittee** is comprised of eight citizen members and is tasked with considering matters regarding the Hoppers and Birge Pond Nature Preserve. Previously a stand-alone committee, the committee was reorganized under the purview of the Board of Park Commissioners in January 2020.

Name	Date of Appointment	Date of Expiration
Ann Lacroix		
Kevin Rivenburgh	1/2019	
John Schissler, Chair	3/14/2006	
Brian Carlson	4/11/2017	
Jack Kulman	6/10/2014	
David Calhoun, CFPA	5/2017	
David Marcil	3/10/2020	
Daniel Messier	3/10/2020	

### Youth Commission

The Youth Commission was established in 1978 to study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. The commission shall analyze the needs and shall make recommendations to the Mayor and the City Council regarding the programs and policies available to serve those needs.

The Youth Commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third (1/3) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families. The Youth Commission meets the 2<sup>nd</sup> Wednesday of every month at 6:15 p.m. in City Hall in the 1<sup>st</sup> floor meeting room (unless other noted). Code 1960, § 60-2; Ord. of 2-4-71; Ord. of 12-5-78.

**Board Members**

Name	Member Type	Date of Expiration
Deborah Ahl	Citizen/Consumer	6/2021
Karen Hintz	Citizen/Consumer	6/2021
Tanya Ledesma	Citizen/Consumer	6/2022
Lance Washington	Citizen/Consumer	6/2022
Scott Rosado	City Council	11/2021
Officer Matthew Gotowala, Chair	Police Department	6/2022
Dr. Corey Nagle	Private Youth Service	6/2021
Ryan Broderick	School System Rep	6/2021
Ramon Peters	Youth under 21	3/2021
Renee Singleton	Youth under 21	12/2021
Noah Taylor	Youth under 21	3/2021

**Commission Regular and Special Meetings**

The regular and special meetings of the Board of Park Commissioners and Youth Commission are open to the public and representatives of the press except any part of the meeting designated as an executive session as provided by law. Regular and special meetings are posted through the City of Bristol Agenda Center and filed with the City Clerk in accordance with FOIA regulations.

**Public Hearings**

Public hearings shall be scheduled as required by law or deemed appropriate by the Board of Park Commissioners. State law requires the Board of Park Commissioners to hold a public hearing when petitioned by one per cent of the electors of the district, on the condition that the signatures of the electors are verified by the clerk of the municipality involved. Such public hearings must be called for a time and place designated by the Board, not later than three weeks after receipt by the Board of Park Commissioners of such petition.

**Public Participation at Board Meetings**

The Superintendent in cooperation with the Chairperson of the Boards shall prepare an agenda for each regular meeting. Any member of the Board of Park Commissioners and Youth Commission may call the Superintendent and request an item to be placed on the agenda no later than 72 hours prior to the legally required public posting of the agenda. Should an item requested by a member of the Boards not be included on the agenda, a majority of the Board may vote to include such item on the agenda for the next meeting. Any staff member, or citizen may also suggest items of business; the inclusion of such items shall be at the discretion of the Superintendent and Board Chairperson. The Board may set a time limit on the length of this period and/or a time limit for individual speakers. Comments at special meetings must be related to the agenda items. The Board Chairperson shall be responsible for recognizing all speakers, who shall properly identify themselves, for maintaining proper order, and for adherence to any time limits set. Questions asked by the public shall, when possible, be answered immediately by the Chairperson or referred to staff members present for reply; questions requiring investigation shall be referred to the Superintendent for consideration and

can be referred to an appropriate committee for later response. Legal Reference: Connecticut General Statutes 1-21.

**Staff Sub-Committees and Working Groups**

At the discretion of the Superintendent, additional department sub-committees, task forces, and working groups can be established in order to develop a new initiative, campaign or project (i.e. All Heart Pop-Up Parks).

The **Diversity, Equity and Inclusion Subcommittee** was established in June 2020 and is comprised of internal department staff as well as representatives from both the Board of Park Commissioners and Youth Commission. The committee is tasked with the on-going review of department policies, programs, staff/instructor recruitment practices, trainings, services and facility access/design through a Diversity, Equity and Inclusion (DEI) lens.

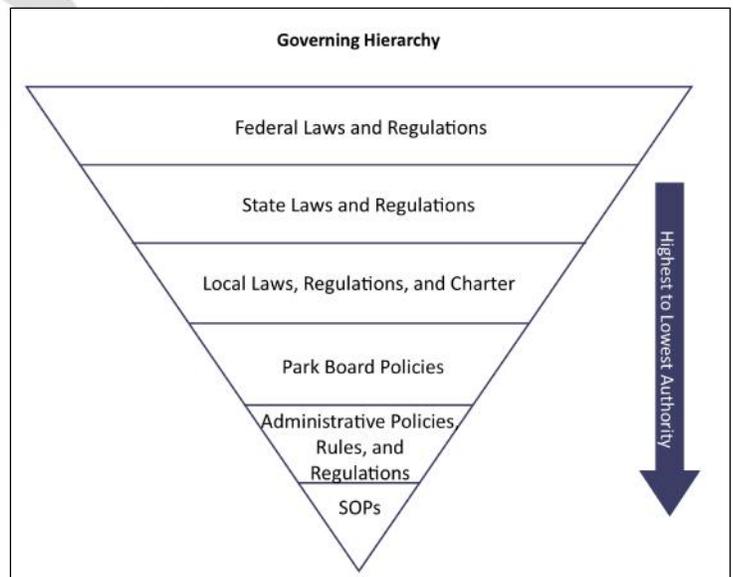
The **CAPRA (Commission for Accreditation of Parks and Recreation Agencies) Subcommittee** was established in October 2019. The CAPRA committee is comprised of internal department staff tasked with the on-going pursuit of department accreditation. Led by the Deputy Superintendent, the team is responsible for reviewing department policies and practices, revamping and developing policy recommendations to meet and retain CAPRA Accreditation. Preliminary work has begun and the Master Plan firm will be conducting a full CAPRA assessment in fall 2020. Based on the recommendations the full team will move forward with the application process.

**Policies and Procedures**

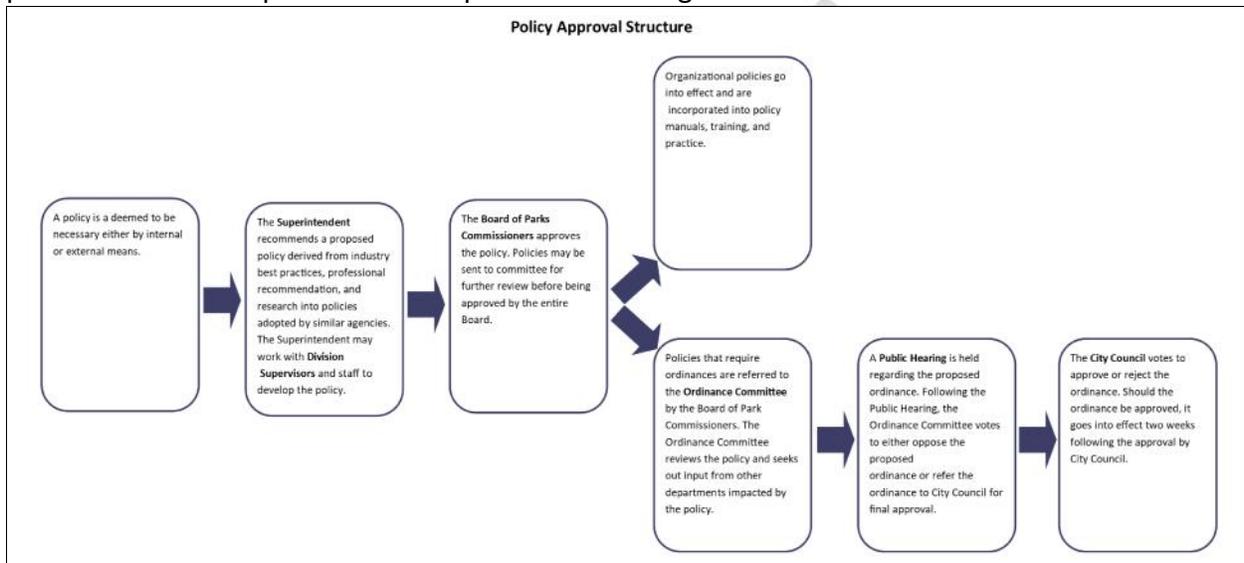
Bristol Parks, Recreation, Youth and Community Services in conjunction with the Board of Park Commissioners adopts policies and procedures to guide operations in accordance with the department’s mission, vision, and industry standards. The department’s operations are governed by federal, state, and local laws. The process for establishing Park Board Policies, and Administrative Policies falls under the authority of either the Board of Park Commissioners or the management of Bristol Parks, Recreation, Youth and Community Services.

**Policies**

Policies are statements of intent that are implemented by the department through a procedure. The Board of Park Commissioners is the policy board of the Department of Parks, Recreation, Youth, and Community Services. The Board of Park

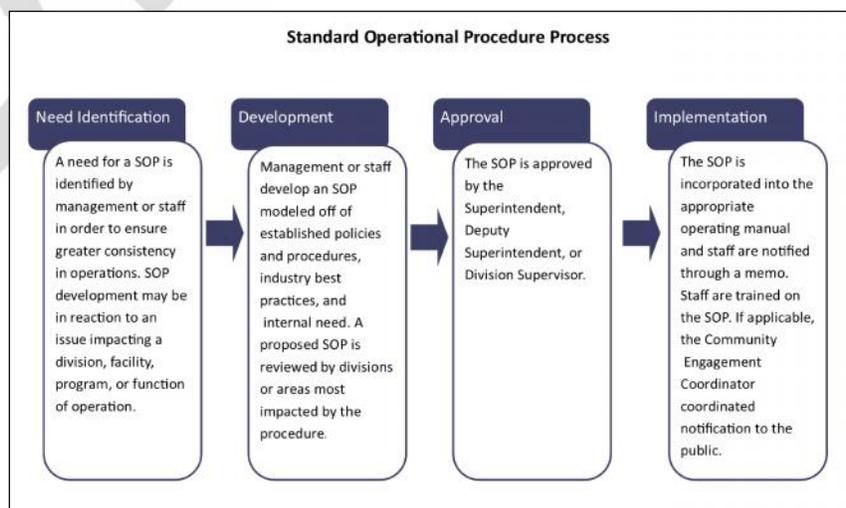


Commissioners has oversight over policies regarding the general care and control of park properties. All other department policies are developed and adopted by the Superintendent. Policies are developed with regard to national best practices and industry standards, and are reviewed on an annual basis, either by the Board of Park Commissioners or internally, in order to guarantee that policies are up-to-date and continue reflect the department’s mission. Policies are also reviewed by the department’s Diversity, Equity, and Inclusion committee in order to ensure all policies are inclusionary in their nature. Following the adoption of a policy by the department, a procedure is established by department staff and the policy and the procedure are incorporated into department trainings.



**Standard Operational Procedures**

A Standard Operational Procedure (SOP) is a rule or process established by the Superintendent, Deputy Superintendent, Division Supervisor or Coordinator, that typically impacts the operation or use of a specific area, such as a division, facility, program, function, etc. SOPs are designed to support the Department’s and Boards’ vision, mission, and mandates, are detail oriented, and provide concise and specific direction to Bristol Parks, Recreation, Youth and Community Services management, employees, or customers. SOP’s do not supersede federal, state, and/or local laws, Board of Park Commissioner policies, or administrative policies, rules and regulations, but may provide more clarification to these governing rules.



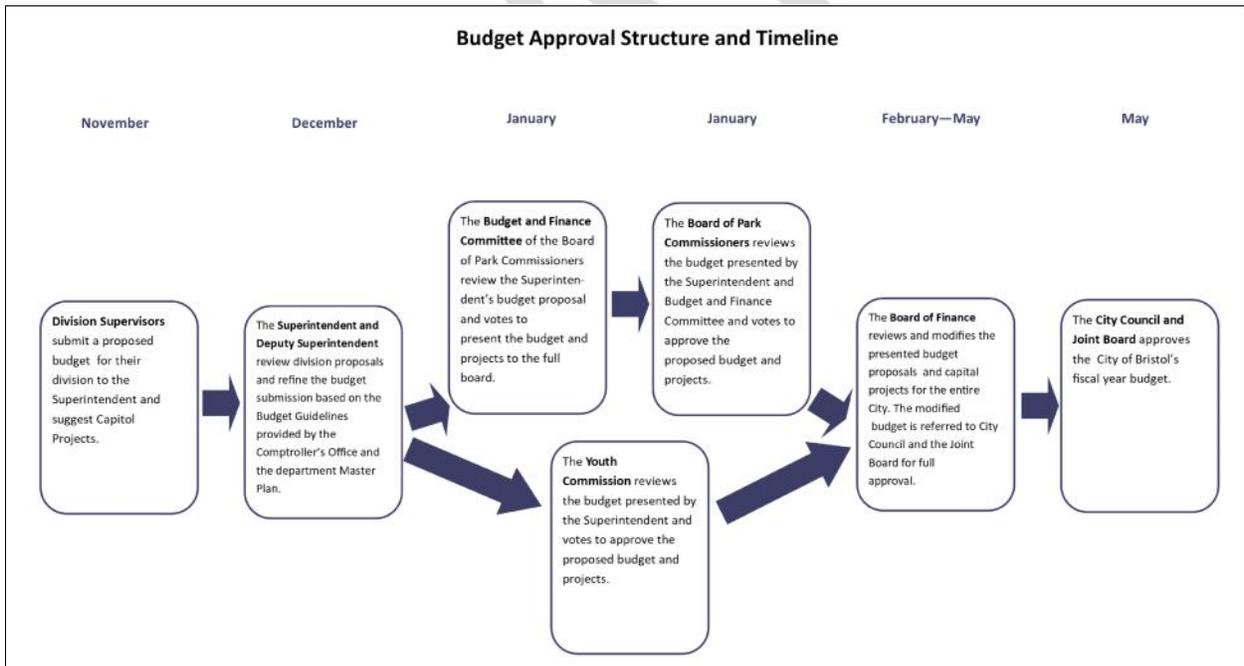
## Budget and Finance

### Budget Process

Beginning in August the Superintendent of Parks, Recreation, Youth and Community Services provides guidelines and expectations on the upcoming budget process to all division supervisors. Division supervisors evaluate, prepare and present their division budget requests to the Superintendent in the fall. The Superintendent will make his/her modifications to the division requests and will present the recommended budget to the Budget and Finance Committee of the Board of Park Commissioners and the Youth Commission. In December, the Boards will scrutinize the budget thoroughly to ensure the needs of the community are met in a fiscally responsible manner and will adopt the budgets. In February, the full budget proposal for the next year is put forward to the Board of Finance for approval. In May, the Board of Finance and City Council will adopt the budget for the next fiscal year.

To assist the boards with their fiduciary responsibilities, the Assistant to the Superintendent/Board Recording Secretary shall prepare a monthly financial statement which shall include for each line item in the budget amount budgeted; amounts expended, amounts encumbered or obligated, and unencumbered balances.

At the close of the fiscal year, any unexpended amounts in the annual operating budget shall be returned to the City of Bristol. [Bristol, Connecticut, Municipal Code, § 43, \(f\), \(j\), \(m\).](#)



### Review of Personnel Needs

As part of the annual budgeting process, Division Supervisors in conjunction with the Superintendent of Parks, Recreation, Youth and Community Services will review anticipated personnel needs for the next fiscal year. This will include a comprehensive assessment of organizational structure, current personnel, reporting structure and salary/code levels.

Potential efficiencies and future needs will be considered as part of this assessment process. Changes to these items will be reviewed and moved forward, if appropriate, by the Superintendent of Parks, Recreation, Youth and Community Services to the Salary Committee.

Additionally, anytime a position is vacated within the department, the Superintendent and Division Supervisor will review the need for the position and analyze the position and job description in comparison to similar positions in other organizations, current duties, and departmental needs, prior to seeking Mayor's authorization to fill the position.

### Accounts

The Superintendent of Parks, Recreation, Youth and Community Services Department is responsible for a \$4.1 million dollar operational budget divided across 5 divisions, a Capital Improvement and Equipment Sinking Fund for projects, 6 revolving accounts, 8 trust fund and endowments, community services donation account, and the Friends of Bristol Parks and Recreation Fund established in 2014 by the Board of Park Commissioners and managed through the Main Street Community Foundation. The Friends of Bristol Parks and Recreation Fund requires Board of Park Commissioner approval before funds can be withdrawn and allocated to any initiative benefiting Parks, Recreation, Youth and Community Services. Appendix D.

Department Budgets/Accounts	Org Codes	Type of Account	Direct Managing Supervisor
Administration	*0017021	General Fund	Superintendent/Deputy
Parks, Grounds & Facilities	*0017022	General Fund	Parks, Grounds & Facilities Supervisor
Recreation	*0017023	General Fund	Recreation Supervisor
Aquatics	*0017024	General Fund	Aquatics Supervisor
Youth & Community Services	*0017025	General Fund	Youth & Community Services Supervisor
Pine Lake Challenge Course	*1321032	Special Revenue Fund	Recreation Supervisor
Drug Free Community Grant	*1061031	Grant- Project Code FYG03	DFC Project Coordinator
Page Park Capital Project	*3027010	Capital Improvement	Superintendent/Deputy
Parks & Recreation Capital Outlay	*1017000	Equipment & Building Sinking Fund	Superintendent/Deputy
Camps	*1067026	Revolving Account	Recreation Supervisor
Special Events	*1067027	Revolving Account	Recreation Supervisor
Adult Programs	*1067028	Revolving Account	Recreation Supervisor
Aquatics	*1067029	Revolving Account	Aquatics Supervisor
Youth Programs	*1067030	Revolving Account	Recreation Supervisor
Credit Cards	*1067031	Revolving Account	Superintendent/Deputy
Friends of Bristol Parks & Recreation Fund	N/A	MSCF Fund	Superintendent/Board of Park Commissioners

### **Authority of Responsibility of Fiscal Management**

The Parks, Grounds and Facilities Supervisor, Recreation Supervisor, Aquatics Supervisor and Youth/Community Services Supervisor are responsible for the revenues and expenditures associated with their division budgets. They are responsible for preparing budgetary requests, justifying expenditures, and monitoring and controlling accounts. Division Supervisors are responsible for monitoring the spending of subordinates within their divisions. Division Supervisors meet monthly with the Superintendent to review division budgets. The Superintendent has the ultimate authority of all budgets within the department and reports to the Mayor and the Board of Park Commissioners as well as the City Comptroller's Office and Board of Finance.

### **Purchasing Policies and Procedures**

The Parks, Recreation, Youth and Community Services Department follows City guidelines set forth in the City's **Purchasing Manual** which became effective May 1, 2005 and are revised on an as needed basis by the Board of Finance.

**Purchase Orders** - In accordance with our City's Purchase Order Policies, all purchases, not paid for via a procurement card, *must* have an open P.O. *prior* to ordering. Open P.O.s can be found on MUNIS under *P.O. Inquiry*. Division heads have been issued procurement cards in order to provide a purchasing option for situations or purchases that require immediate purchase. Please note, while there are some situations and purchases that require the use of a procurement card, if it can be purchased with a P.O. with the timeline that entails, about a week, it should. Blanket P.O.'s can be opened in order to accommodate vendors who you need to purchase from often, allowing for more expedient purchases.

**Tax Exemption** - The City of Bristol is a tax exempt organization, and as such, Comptrollers will not pay any invoices that includes tax. All staff should actively remind cashiers that the purchases are tax exempt and check their receipts before they leave the store. Should staff require a tax exempt certificate for a particular business, the Purchasing Department should be contacted with the name of the company and their address.

**Quotes and Bidding** - Effective July 2019 the Board of Finance has modified the quote threshold requirements as follows. *Purchasing Manual, 5-6.*

- \$ .01 - \$4,999 – no quotes
- \$5,000 - \$9,999 – 3 verbal quotes
- \$10,000 - \$24,999 – 3 written quotes
- \$25,000+ - sealed bids

**Procurement Cards** - Parks, Recreation, Youth and Community Services supervisors have been provided with Procurement Cards to assist in the day to day management of their division and to provide an alternative form of payment when use of Purchase Orders are not reasonable. Completed procurement card forms are signed by either the Superintendent or Deputy Superintendent. Signed copies and their corresponding receipts are filed into the 'O'-drive under Parks -> Accounts Payable -> P-card Requests -> FY of Transaction -> month of transaction -> name on card. Scanned document are labeled as *Transaction date – Company – Initials of Purchaser*. This system allows procurement card purchases to be tracked internally should Purchasing need any clarification. Original copies must be submitted to the Purchasing Office by the first of the month.

**Accounts Payable**

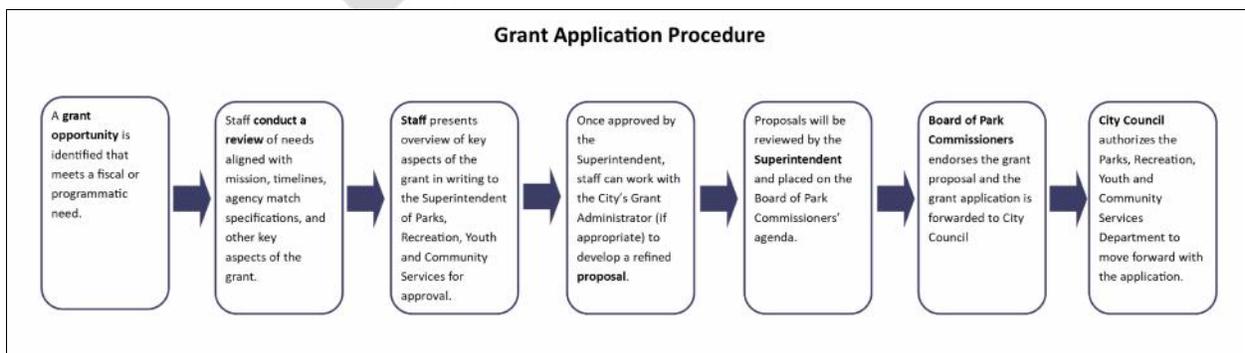
Division Supervisors are expected to initial any receipt that corresponds with a P.O. prior to turning them into the Assistant to the Superintendent for processing. Supervisor initials indicates that the invoices have been reviewed for accuracy (including that it is tax exempt). Initialed receipts are due by Thursday of every week. Supervisors are asked to initial any invoice received that corresponds with their division. This ensures accuracy, fiscal responsibility, and to prevent duplication of payment.

Upon receiving an invoice the Assistant to the Superintendent shall stamp the date received on the back of the invoice and will receive upon the invoice in MUNIS according to the P.O. number designated by the Division Supervisor. Out of respect for the financial situations of our vendors, invoices shall be received upon by Bristol Parks, Recreation, Youth and Community Services as soon as possible and sent up to Comptrollers for processing. The received upon invoice shall be scanned and saved in the 'O-drive' under *Parks -> Accounts Payable -> Vendor Files -> FY -> First Letter of Vendor Name -> Vendor Name*. The scanned document shall be labeled as *Invoice Date – Vendor Name – Invoice Number – Amount*.

For invoices pertaining to large contracts, the Superintendent or Deputy Superintendent must sign the invoice and it shall be placed on top of the invoices sent to Comptrollers.

**Grant Procedures**

Where feasible and appropriate, Bristol Parks, Recreation, Youth and Community Services Department staff are encouraged to seek regional, state, federal and/or other applicable agency grants to supplement funding through an established procedure.



Note: In the event of a grant opportunity with strict deadlines, the Superintendent reserves the right to fast track the grant as appropriate to ensure the funding opportunity isn't lost.

### **Private, Corporate, and Non-Profit Support Procedures**

In order to supplement funding, the Bristol Parks, Recreation, Youth and Community Services Department engages in procurement of sponsorships from private, corporate and non-profit agencies to support programs, events and facilities. A Sponsorship Brochure was developed and is reviewed annually. Department staff and Board of Park Commissioners are encouraged to utilize the brochure to reach out and engage with entities. Sponsorship packages and recognition levels are outlined in the brochure.

### **Refunds**

In cases where program participants are offered reimbursement for a program that was canceled or they were unable to attend, credits are applied to their account at [www.bristolrec.com](http://www.bristolrec.com). Account Credits never expire and can be used toward any future program. Should a patron prefer a refund, the reimbursement shall be provided in the form of a check which takes two to three weeks to process. Refund receipts shall be provided to the Program Assistant, who will work with the Purchasing Department to establish a vendor number for the person receiving the reimbursement. Refund forms are to be signed by the Deputy Superintendent prior to submission to the Comptroller's office for processing. Out of respect for the financial situations of our customers, refunds shall be processed by Bristol Parks, Recreation, Youth and Community Services as soon as possible. The signed refund form and the back-up documentation shall be scanned and saved in the O-drive under *Parks -> Accounts Payable -> Refunds -> FY -> Month of Refund*. The scanned document shall be labeled as *Refund date – Name of Person being refunded*.

At the beginning of every month, Bristol Parks, Recreation, Youth and Community Services shall provide the Comptroller's office with a list of the refunds (via check) processed the previous month and the corresponding revenue accounts that should be debited. To determine the account to be debited, *View Disbursement* within the *View/Edit Transaction* link under the account's Finance tab in MyRec.

For information regarding when refunds are offered please refer to the Programs and Services Manual.

### **Accounts Receivable**

All monies collected by the Parks, Recreation, Youth and Community Services Department must be reconciled through MyRec either through an account invoice or a point of sale. In order to promote secure and accountable cash management, deposits shall be made to the Treasurer's Office daily from June through August, and at least twice a week from September through May. Deposit slips shall be produced by reconciling the *Income Summary Report* and *Disbursement Detail Report* for the corresponding dates in MyRec. Credit Card settlement reports from

Authorize.net shall be reconciled with the credit card revenue generated from the *Income Summary Report*. Deposits returned from the Treasurer's Office along with the supporting documentation shall be scanned and saved under *Parks -> Accounts Receivable -> FY -> Month* by the date range of the deposit.

### **Financial Aid**

Aligning with the department's *Equity and Inclusion Policy*, every effort is made to assist Bristol residents seeking financial aid. Individuals requiring financial assistance are referred by their schools to the City of Bristol Youth and Community Services Division. The Youth and Community Services division reviews requests for aid and qualifies families. Recommendations for aid are submitted to the Parks, Recreation, Youth and Community Services Department. Additionally, hardship scholarships can be requested and awarded by the department.

The Bristol Parks, Recreation, Youth and Community Services Department will also assist Bristol residents by referring them to other support agencies within the community including Family Resource Centers, Bristol Boys and Girls Club, Main Street Community Foundation, Bristol Adult Resource Center and religious organizations.

### **Park and Facility Use Policies**

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In pursuit of the mission of the Parks, Recreation, Youth and Community Services Department, city parks and facilities are available for use by residents and user groups throughout the year. The department believes parks are a right, not a privilege, so residents can freely engage in leisure activities within the parks. Organizations and other groups looking to utilize park spaces for organized activities including organized sports, private parties and festivals/events must make a formal request through the Parks and Recreation Department. In an effort to "Go Green" and streamline request processes, the department eliminated paper request forms in 2019. Individuals may now make requests to reserve park spaces and other requests directly through [www.bristolrec.com](http://www.bristolrec.com). Department staff approve requests as appropriate.

The Bristol Parks, Recreation, Youth and Community Services Department and Board of Park Commissioners reserves the right to refuse any organization the use of its facilities when it deems necessary.

### **Field/Facility Rentals**

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

**Allocation of Field Time and Fee Schedule**

Field time will be allocated in order of priority. Youth programs take priority over adult programs.

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

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

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

**Definitions:** *Priority groups are defined as follows*

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

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

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

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

**Fees for Priority 1 Groups**

) No charge

**Fees for Priority 2 Groups**

) **Youth organizations** in priority 2 will not be assessed a fee.

) **Adult organizations** in priority 2 will be charged \$25.00/per practice, \$35.00/per practice/game for fields with lights.

**Fees for All Priority 3 Groups**

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

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

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

**Facilities/Fields Available for Reservation**

Baseball Fields: Muzzy Field, Page Park, Riley Field

Softball Fields: Mix Street, Page Park, Casey Field, Wilson Field

Football/Lacrosse/Soccer Fields: Casey Field, Memorial Boulevard

Open Space: Rockwell Park Field, Ingraham Field, Federal Hill Green, Rockwell Park Amphitheater

Volleyball Courts: Stocks Playground, Rockwell Park

Basketball Courts: Page Park, Wilson Field, Brackett Park, Stocks Playground, Seymour Park, Rockwell Park

### **Field Use Rules & Regulation**

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

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

**Weather Closure/Unsafe Field Conditions:** The Bristol Parks, Recreation, Youth and Community Services Department reserves the right to close fields due to inclement weather or unsafe conditions at any time. Fields are inspected by city staff and cancellation decisions are made by the Superintendent or designee. The city is

committed to optimizing the quality of fields, ensure safety, minimize injury, and reduce damage to fields that lead to costly repairs. If you are uncertain of the status of a field, please call the Parks, Recreation, Youth and Community Services Office at 860-584-6160.

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

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

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

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

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

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

**Second Violation:** Final written warning from the Superintendent

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

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

**Certificate of Liability Insurance Requirements**

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

**Commercial General Liability:**

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

**Additional Insured:**

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

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

**Certificate Holder:**

The certificate holder shall be named as:

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

**Fee Schedules**

The Superintendent of Parks, Recreation, Youth and Community Services recommends fee schedules for park services to the Board of Park Commissioners. Fee schedules are formally adopted by the Board of Park Commissioners and eventually through the Board of Finance and the City Council as part of the department’s annual revenue projections. Fee schedules for all park services will be reviewed by the Parks, Recreation, Youth and Community Services Department and Board of Park Commissioners on an annual basis as part of the Administration Policies Manual adoption or as otherwise needed. Note: Individual recreational and aquatics program budgets are developed by the Recreation and Aquatics Divisions and are approved

directly by the Superintendent. Program budgets vary due to changing costs associated with staffing, supplies, materials, and other associated fees. Many programs are directly operated by the Department's Revolving Account Funds and are not formally budgeted for by the city.

<b>City Service</b>	<b>Insurance</b>	<b>Residents</b>	<b>Bristol Non-Profits</b>	<b>Non-Residents</b>	<b>For-Profit or Non-Bristol Organizations</b>
Field/Court Rentals	COI Required	Youth-FREE  Adults \$25.00/per practice/game  \$35/w lights)	Youth- FREE-  Adults \$25.00/per practice/game  \$35/w lights)	\$25/per practice \$100/per game	\$25/per practice \$100/per game
Muzzy Field Rentals	CO Required	\$125/day (+ staffing)	\$125/day (+ staffing)	\$225/day (+staffing)	\$225/day (+staffing)
Outdoor Pavilion Rentals	N/A	\$25 for 4 hours	\$50 for 4 hours	N/A	\$100 for 4 hours
Indoor Pavilion Rentals	COI Required for non-private events	\$150 for 1 <sup>st</sup> hour and \$50/additional hours	\$150 for 1 <sup>st</sup> hour and \$50/additional hours	\$150 for 1 <sup>st</sup> hour and \$50/additional hours	\$150 for 1 <sup>st</sup> hour and \$50/additional hours
Park Rental for Special Events	COI Required	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, etc.)	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, etc.)	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, electricity, etc.)	FREE (groups responsible for associated event costs i.e. port-o-johns, staff, etc.)
Showmobile Rental	COI Required	\$600+ (depending on services added)	\$600+ (depending on services added)	\$725+ (depending on services added)	\$600+ (depending on services added)
Banner Requests	N/A	\$50	\$50	N/A	\$100

City Service	Insurance	Residents	Bristol Non-Profits	Non-Residents	For-Profit or Non-Bristol Organizations
Daily Rates for DMAC	N/A	(A) \$7.00 (C) \$3.00 (S/C) \$6.00	N/A	(A) \$7.00 (C) \$3.00 (S/C) \$6.00	N/A
Daily Rates for Page & Rockwell Pool	N/A	(A) \$2.00 (C) \$1.00 (S/C) \$1.50	N/A	(A) \$8.00 (C) \$4.00 (S/C) \$6.00	N/A
Adult Membership (18-59)	N/A	\$40.00	N/A	\$80.00	N/A
Child Membership (6-17)	N/A	\$25.00	N/A	\$50.00	N/A
Seniors (60+)	N/A	\$35.00	N/A	\$70.00	N/A
College Students	N/A	\$35.00	N/A	\$70.00	N/A
Children Under 5	N/A	FREE	N/A	FREE	N/A
DMAC Rental (includes lifeguards)	COI Required (Private citizen birthday rentals do not)	\$180/per hour (\$50 facility deposit check)	\$100/per hour \$200/per hour (outside of normal operating hours)	\$240/per hour (\$50 facility deposit check)	\$200/per hour \$300/per hour (outside of normal operating hours)

**Muzzy Field Rentals**

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

**Pavilion Rentals**

Residents and user groups may submit requests for private use of 13 park pavilions and picnic areas. This includes 4 spaces at Rockwell Park, 4 spaces at Page Park, 1 space at Stocks

Playground, 2 spaces on the Veterans Memorial Boulevard, 1 space at Federal Hill Green and 1 space at Brackett Park. All spaces are reserved on a first-come, first-serve basis. Pavilions may be requested starting January 1<sup>st</sup> for the following year. Pavilions are only rented to Bristol residents and non-profits. In February 2019, the Board of Park Commissioners approved a fee schedule for use of the pavilions in order to help off-set clean-up and maintenance costs. For a 4 hour rental the fee is \$25.00 for Bristol residents, \$50.00 for non-profits and \$100.00 for Bristol For-Profits.

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

### **Special Event Rentals**

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

### **Banner Requests**

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

### **Showmobile**

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

transportation fee may be waived if the delivery is during the regular working day. Showmobile requests are now made online through [www.bristolrec.com](http://www.bristolrec.com). The following information is requested of applicants.

### Showmobile Fee Schedule

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

### Lease Agreements

In some cases, it makes sense to develop long-term leases with Bristol based sports organizations. This allows the groups to develop a sense of ownership over the space and helps alleviate department resources in areas like maintenance and concession operations for example. User groups may also fundraise to enhance the facilities with approval from the Parks, Recreation, Youth and Community Services Department and Board of Park Commissioners.

The Board of Park Commissioners shall review any request for lease agreements between private organizations and the city. Following said review, the Corporation Counsel Office and the City Council shall evaluate the request for final approval.

### Concession Agreements

In order to meet the needs of our park visitors, the Bristol Parks, Recreation, Youth and Community Services engages in contracts with qualified vendors to provide concession services in our parks. A Request for Proposal (RFP) is issued and vendors are selected and approved by the Board of Park Commissioners. The City of Bristol reserves the right at any time to terminate the contracts by giving thirty (30) days' notice to the Concessionaire. The Board of Park Commissioners establishes and approves the fee schedule for concessionaires.

### No Smoking Policy

On February 11, 2020 the Bristol City Council unanimously voted to approve an ordinance change prohibiting smoking and vaping in city parks and recreational facilities. The ordinance change process was a collaborative effort of the Board of Park Commissioners, Youth Commission, and the B.E.S.T. 4 Bristol Drug Free Communities Coalition. For specific ordinance, please refer to Appendix C.

## **Community Relations**

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### **Public Concerns**

Resident concerns should be addressed directly with the Parks, Recreation, Youth and Community Services Department. Board of Park Commissioners and administrative staff shall refer persons making complaints about the parks to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Parks, Recreation, Youth and Community Services.

### **Marketing**

The Parks, Recreation, Youth and Community Services Department engages in a variety of means and methods to market programs, services and facilities to the public. For specific information regarding the department's branding and marketing, please refer to the Bristol Parks, Recreation, Youth and Community Services Marketing Plan.

### **Social Media**

The Bristol Parks, Recreation, Youth and Community Services Department will operate appropriate social media accounts as a means to promote programs and services associated with the Parks, Recreation, Youth and Community Services Department and as a means to communicate directly with residents.

Citizen comments shall be responded to in a timely manner by the appropriate page administrators. Negative comments should not be deleted so long as they are not obscene or derogatory in nature. Responses to negative comments should be to inform the individual that a supervisor will message them privately to arrange a time to call and discuss the concern in an appropriate setting.

If Board of Park Commissioners or staff see concerns posted on other social media pages (i.e. Bristol Talks, Bristol Chats, Better Bristol, etc.) they are encouraged to direct complainant to the Parks, Recreation, Youth and Community Services Department at 860-584-6160 or the general e-mail [parksandrecreation@bristolct.gov](mailto:parksandrecreation@bristolct.gov). Park Commissioners and staff should not engage residents in any negative or back and forth rebuttals regarding the issue but should encourage them to contact the proper channels as a means of resolving their concerns.

### **E-mail Communications**

Through the MyRec software, the Bristol Parks, Recreation, Youth and Community Services Department utilizes its account database to send regular communications to Parks, Recreation, Youth and Community Services users via e-mail. A weekly "newsletter" e-mail is issued to inform potential users of upcoming programs, events and important dates. The e-mails are also utilized to contact specific program participants directly to inform of any schedule changes or cancellations.

The e-mail system may only be utilized for Parks, Recreation, Youth and Community Services Department sanctioned announcements.

### **Copies of Records**

Per the Freedom of Information Act, any person who requests a copy of Parks, Recreation, Youth and Community Services Department records will receive a plain or certified copy of any public record. A fee not to exceed amount itemized in State Statute or City Ordinance per page will be established.

### **Naming of the Parks, Park Amenities and Programs**

Following a formal request in writing, a one year waiting period is required before the Board of Park Commissioners considers the establishment of any memorial in honor of any individual living or dead, or the naming of any property, league, or program. This is based on an opinion from Corporation Counsel dated September 17, 1988. This excludes the Celebrating a Life: Memorial Tree Program and Memorial Benches.

## **Programs and Services Management**

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The Recreation, Aquatics and Youth and Community Services Divisions utilize program specific staff manuals to direct the operation of aquatics programs/facilities, summer camp, counseling best practices and youth service programs. The manuals are reviewed and updated on an annual basis by the Division Supervisors. The manuals are provided to part time/seasonal staff and are incorporated into orientations. The following section outlines general policies that govern the Recreation, Aquatics and Youth/Community Division operations. For pool rules please reference Appendix J.

### **Outreach to Diverse Underserved Populations**

The Bristol Parks, Recreation, Youth and Community Services Department is committed to equity and meeting the needs of all Bristol residents. In 2019, a new full time Community Engagement Coordinator was created in order to engage in outreach work. A new initiative was developed entitled "All Heart Pop-Up Parks" which brings pop-up events directly into underserved neighborhood parks in order to strengthen families and neighbors, engage underutilized spaces to enhance visibility and safety, and strengthen the sense of community. The Main Street Community Foundation's Broad View Fund became the catalyst for startup funding for this initiative.

### **Program Cancellations**

1. School Closing or Early Dismissal- If the Bristol Public Schools are closed or have an early dismissal all Parks, Recreation, Youth and Community Services programs are cancelled.

2. If it is an outdoor activity and inclement weather appears to be entering the area the instructor will attempt to notify participants 1 hour prior to the scheduled start time via e-mail, phone call or text message.
3. The Parks, Recreation, Youth and Community Services Department will make every attempt to schedule a make-up class if missed due to inclement weather. If the staff are unable to do so due to scheduling conflicts at the schools, a refund credit will not be issued.

### **New Program Proposals**

Aligning with our commitment to ensuring the ever-changing recreational needs of the community are met, the Bristol Parks, Recreation, Youth and Community Services Department accepts new program proposals from qualified instructors on a rolling basis. Program proposal forms are available at [www.bristolrec.com](http://www.bristolrec.com) and are reviewed upon submission by the corresponding supervisor. Proposals are considered for review based on factors including but not limited to community demand, relevance to city objectives, existing programs, and potential for cost recovery. Application does not guarantee acceptance.

For approved programs, instructors complete appropriate employment or independent contractor paperwork. All instructors are subject to responsibilities in the Instructor Policies and Expectations document.

### **Conclusion**

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The Bristol Parks, Recreation, Youth and Community Services Administration and Operational Policies Manual was established to provide an orderly plan for communicating adopted policies by the Board of Park Commissioners, Youth Commission and the regulations of the Parks, Recreation, Youth and Community Services administration.

**Policies:** Policies are statements of intent adopted by the Board of Park Commissioners. They serve as guides to the administration in the development and implementation of regulations for operating the Parks, Recreation, Youth and Community Services facilities. The Superintendent is an integral part of this policy-making process recommending to the Board areas requiring policy adoption or change.

The Policies and Operations Manual will be reviewed annually by the Superintendent of Parks, Recreation, Youth and Community Services and the Board of Park Commissioners. The manual will be formally adopted on an annual basis. The action shall be recorded in the minutes of the Board of Park Commissioners.

## **Appendix A: City Charter- Department of Parks, Recreation, Youth and Community Services**

Sec. 43. Department of Parks, Recreation, Youth and Community Services.

(a) The public parks and playgrounds of the City of Bristol existing and maintained or which may be established or maintained by said city, or, which may be assigned by the city council, whether within or without the corporate limits of the city, together with all park property which may be acquired, shall be under the general care and control of the board of park commissioners. Said board shall consist of the mayor as a member ex officio, and chairman, and six commissioners.

(b) As each commissioner, incumbent at the time of adoption of this charter, shall complete his six-year term, the mayor shall nominate and the council shall appoint a commissioner who will serve for three years, and all commissioners thereafter appointed will hold office for three years or until a successor shall be appointed.

(c) All nominations and appointments for full three-year terms shall be made in the month of December next preceding the expiration of the term of any commissioner, and such appointments will take effect on the first of January following the appointment.

(d) In case of a vacancy, a successor shall be nominated by the mayor and appointed by the council in the next month after the vacancy occurs. Such successor shall take office on the first day of the ensuing month and shall serve out the unexpired portion of the term, except that if the vacancy occurs during the first three years of the term of a commissioner who is serving a six-year term, the first three years of such term shall be construed to be a full term as provided by this charter and the commissioner appointed to fill the vacancy shall serve for the remainder of this three-year term.

(e) The Board of Park Commissioners shall elect from its membership a vice-chairman who shall act as chairman in the absence or disability of the mayor. The board shall elect a secretary, who, at the discretion of the board, may be one of its members. At all meetings, four members of the board shall constitute a quorum for the transaction of business. No member of the Board of Park Commissioners shall receive compensation, but each commissioner shall receive his actual disbursements for necessary expenses in the performance of any duty imposed upon him by direction of said board. Said board shall have the care, management and control of all parks and playgrounds of the city and of all constructions thereon and it may give proper designating names thereto. Said board shall have power to lay out and improve, with walks, drives and roads, the parks and other property thus held and acquired, and shall have the power to build necessary culverts and bridges and to drain, plant and otherwise, at their discretion, to improve and adorn such properties thus held or acquired. It may erect such buildings as may be needed for the use, protection and refreshment of the public, provided no expenditure shall be made in excess of the amount appropriated by the board of finance for the use of the parks or otherwise provided. It shall recommend to the city council rules, regulations and ordinances necessary to the maintenance of such parks and for safety and order therein. The board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the Superintendent of Parks, Recreation, Youth and Community Services' position to be approved by the city council.

(f) Said board shall have exclusive power to make rules and bylaws for the ordinary transaction of business and shall keep proper records and books of account, subject to the supervision of the board of finance. Books of account and record shall, at all times, be open to the inspection of the mayor and city council and to the board of finance and shall be subject to annual audit by the proper municipal officials.

(g) Said board shall have sole power to determine the places in said parks, grounds and other property under their control, where sewer, gas and water pipes shall be laid, and no trench for such purposes shall be opened without written consent from said board. No telegraph, telephone or electric light, or other wires or posts or supports therefore shall be erected in, upon, through or over said park or parkways without the consent in writing of said board.

(h) The Superintendent of Parks, Recreation, Youth and Community Services shall be nominated by the mayor and appointed by the city council for a term of four years. The mayor shall notify such Superintendent of Parks, Recreation, Youth and Community Services at least one month prior to the expiration of his term in writing that he will or will not be re-nominated. Notwithstanding the provisions of this section, the full-time Superintendent of Parks, Recreation, Youth and Community Services in office on the effective date of this section shall continue in office until the expiration of his term. He shall be (1) a graduate of a four-year college or university with a degree in parks and/or recreation or related field and shall have at least two years of administrative experience in Parks, Recreation, Youth and Community Services or park planning and development, or (2) shall have had at least six years administrative experience in the park and recreation field and two year college degree in parks and/or recreation or related field. Under the direction of the Board of Park Commissioners and subject to the approval of the city council, the Superintendent of Parks, Recreation, Youth and Community Services shall exercise general supervision over the public parks and the public recreation program, shall be responsible for the efficiency and discipline and conduct of the Department of Parks, Recreation, Youth and Community Services and shall appoint and remove such deputies, assistants and employees as he may deem necessary. The Board shall nominate a duly qualified individual to serve as acting or interim superintendent for a specific term in the absence or during a vacancy in the Superintendent of Parks, Recreation, Youth and Community Services's position to be approved by the city council.

(i) Property heretofore and hereafter acquired for squares or highway parkways, grass parks or plots at street intersections, and between traveled ways and highways not on park properties, shall be under the general care and control of the director of public works. In the event of doubt whether any portion of city properties shall properly be under the care of the Board of Park Commissioners or of the director of public works, the city council shall determine such question. It shall, in its discretion, have power to lease any buildings or land for a term not to exceed three years, and to dispose of timber, gravel and stone.

(j) Rents, profits or income from properties acquired for park or playground purposes shall be paid into the city treasury to be placed at the disposal of the Board of Park Commissioners as an addition to the annual appropriation, unless otherwise provided by the terms of acceptance by the city council.

(k) The term "park property" shall include all parks and areas of land within the management of said board, and all buildings, structures, improvements, seats, benches, fountains, boats, walks, drives, roads, trees, plants, flowers and other things thereon and enclosures of the same,

and all resting places, watering stations, playgrounds, and parade grounds, or the like, and all connecting parkways, and all birds, animals or curiosities, or objects of interest or instruction, and all tools and implements placed in or on any of such enclosures, ways, parkways, roads, or places.

(l) A listing of the city-owned property, under the care of the Board of Park Commissioners, is on file in the office of the town and city clerk. Said board shall have the general care and control of that real property cited above and any additions as may be acquired by the City of Bristol from time to time.

(m) The City of Bristol shall have power to acquire and hold real estate or other property for the purpose of establishing or enlarging public parks and squares for boulevards and parkways or for the improvement or ornamentation of parks and playgrounds or for the establishment or maintenance therein of museums, gardens, collections, monuments, statues, fountains or other works of art, by condemnation or by contract, and to accept conveyances of any such properties and to receive gifts, donations or devises of land or other property upon such conditions as may be prescribed by the grantors or devisors and accepted by the city council. Said properties may be so acquired by a vote of the city council, which shall first submit a proposal to acquire the same to the Board of Park Commissioners and the City Planning Commission for recommendations and to the board of finance for advice and counsel concerning the effect of acceptance of such gift or gifts upon taxation. No such vote of the city council shall go into effect before fourteen days from the date of its publication in a newspaper of general circulation in the city. If, during such fourteen days, a petition signed by at least ten per cent of the qualified electors protesting against such acceptance is filed, the council shall submit the question of such acceptance to the vote of the electors of the city, either at the next general municipal election or at a special election called for that purpose and, if such question shall be so submitted to the electors, such vote of acceptance by the city council shall not go into effect unless a majority of the qualified electors voting thereon shall vote in favor thereof. The sufficiency of such petition shall be determined, the election ordered and conducted, and the result declared as provided in section fifty hereof, so far as such provisions are applicable.

(Amend., eff. 11-9-77; Amend., eff. 11-9-83; Amend., eff. 11-7-89)

## **Appendix B: City Ordinances- Department of Parks, Recreation, Youth and Community Services**

### Chapter 16 PARKS, RECREATION, YOUTH AND COMMUNITY SERVICES

Article I. In General, §§ 16-1—16-15

Article II Motorboats § 16-16

\*Charter references: Park Department, § 43

**Cross references:** Administration generally, Ch. 2, amusements, Ch. 3, planning, Ch. 18, Public swimming pools, Ch. 20, fishing on open space lands restricted, § 21-186; subdivision regulations, App. B; zoning regulations, App. C.

**State law references:** Authority to establish, etc., parks, G.S. §§ 7-148, 7-194(5), (8).

#### ARTICLE I. IN GENERAL

##### Sec. 16-1 Veterans Memorial Park and Boulevard

(a) The park area between the Pequabuck River and South Street, heretofore given to the city and established as a memorial to Bristol's veterans of all wars, shall continue under the jurisdiction of the Board of Park Commissioners. The highway, which begins at Willis Street and runs through said park shall be known as the Veterans Memorial Boulevard.

(b) The Board of Park Commissioners shall give special care in maintaining said park as a fitting memorial and preserving the rows of memorial oaks which border the boulevard. They shall care for the monuments and statuary now located in the park and which may, with said board's permission, be hereafter located therein.

(c) To preserve the natural and peaceful conditions and the memorial character of the park and boulevard:

(1) There shall be no parking along the curb lines of the boulevard, except on such special areas or occasions as may be designated by the Board of Park Commissioners.

(2) The use of the boulevard by motor vehicles is hereby restricted to vehicles bearing "passenger-type" or school bus registration plates, and operated at such reasonable speeds as shall be established, from time to time, by the Board of Park Commissioners. School buses shall only be permitted to use the boulevard traveling to or from Memorial Boulevard School on the boulevard from Main Street to the school.

(3) No motor vehicles bearing non-passenger type registrations, including trucks and commercial vehicles, including those trucks and commercial vehicles bearing "combination" plates shall pass or travel within said Memorial Park or boulevard, provided that such non-passenger vehicles may continue to use the two (2) cross-over streets known as Mellen Street and East Street. Persons making such use shall be in

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violation of this section and shall be subject to the penalty for infractions provided in section 1-11 of the Code of General Ordinances. Fine for violation of this section shall be ninety dollars (\$90.00).

(d) The Board of Park Commissioners are hereby authorized and directed to provide and maintain suitable signs for the control of traffic on the parkway known as the Memorial Boulevard.

(Ord. of 9-6-83; Ord. of 4-29-94)

Sec. 16-2. Prohibited acts in public parks.

Regulated conduct, activities, substances and acts in public parks.

The following conduct, activities, substances and acts within the public parks of the City shall be regulated as provided herein:

(a) Alcoholic Beverages and Controlled Substances.

(1) The possession or consumption of any alcoholic beverage shall be prohibited unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated.

(2) The possession or consumption of any illegal drug or the possession or consumption of any controlled substance for which no authorized prescription has been issued to the person possessing or consuming same shall be prohibited.

(3) No person shall be under the influence of any alcoholic beverage or drug so as to pose a threat to himself or herself, other persons, or property, or to cause behavior that unreasonably disturbs others.

(b) Amplified Sound.

(1) No person shall operate any device designed to produce, reproduce or amplify sound unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(c) Behavior.

(1) *Urination and defecation.* No person shall urinate or defecate in any park, or in or upon any park building, monument or structure, except in a facility which is specifically designed for such purpose.

(2) *Disorderly conduct.* No person shall engage in conduct intended to cause inconvenience, annoyance or alarm, or to recklessly create a risk thereof; or to engage

in fighting or in violent, tumultuous or threatening behavior; annoy or interfere with another person; make unreasonable noise; without lawful authority disturb any lawful assembly or meeting of persons; obstruct vehicular or pedestrian traffic; or congregate with other persons in a public place and refuse to comply with a reasonable, official request or order to disperse.

(3) *Sexual acts.* No person shall engage in any sexual act. For the purpose of this section, a sexual act means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse, which terms further are defined in §53a-193 of the Connecticut General Statutes.

(d) Business activities, soliciting and advertising. Unless authorized specifically by the Board of Park Commissioners and confined within those areas specifically designated:

(1) *Business activities.* No person shall sell, offer or expose for sale any goods or services, or conduct business activities.

(2) *Solicitation.* No person shall solicit monetary or other valuable contributions from others.

(3) *Advertising.* No person shall post or display any sign, placard, flag or advertising device. Advertisements include, but are not limited to, the distribution or posting of handbills, flyers, coupons, or public announcements. The prohibitions of this section shall not extend to expressive and associational activities protected by the First Amendment to the United State Constitution.

(4) *Gambling.* No person shall play any game of chance.

(e) Dangerous Devices.

(1) *Firearms, fireworks and projectile devices.* No person shall possess illegal firearms, and no person, other than a police or security officer, shall carry openly any legal firearm. No person shall possess or discharge a firearm, firecracker, firework, bow, cross-bow, or traditional BB or pellet-firing air gun that expels a metallic or paint-contained projectile through the force of air pressure. This provision shall not apply to the display of fireworks under municipal authority, nor to activities authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(2) *Knives.* No person shall possess any dirk knife, or any switch knife, or any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, or stiletto, or any knife the

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edged portion of the blade of which is four inches or over in length unless it is being used for the purpose of food preparation.

(f) Domestic animals.

(1) *Leashes.* Unless confined within an area designated specifically by the Board of Park Commissioners for dog runs, no owner or person having control of any dog, shall permit said dog to enter or remain upon any public park unless such dog is constrained by a suitable leash held by the owner or person in control. An owner or person in control of any dog brought upon park property shall at all such times have in his or her possession a suitable receptacle adequate to collect or gather up any excrement produced by said dog. It shall be the affirmative duty and obligation of such owner or person in control to promptly gather up such excrement and remove it from the park property when such owner or person in control of said dog leaves park property or place such excrement in a trash receptacle. In addition to the fine and penalty provided for violation of these ordinances, any dog, if not leashed, shall be subject to seizure and removal to the custody of the animal control officer.

(2) *Swimming or bathing* No person shall permit any dog or domestic animal(s) whether leashed or unleashed, to swim in, nor shall any person wash or bathe any dog or domestic animal in any pool, lagoon, lake or pond on park property unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated.

(3) *Hitching.* No person shall hitch or secure any dog or other animal to any shrub, tree, fence, or stake in any park.

(g) Fires. No person shall make any open fire on any park property.

(h) Fishing. No person shall fish while on any park property where fishing is specifically disallowed and posted under the authority of the Board of Park Commissioners.

(i) Motor vehicles and traffic. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Speed limit.* No person shall ride or drive in any park any cycle, automobile or other vehicle, at a rate of faster than fifteen (15) miles an hour.

(2) *Prohibited vehicles.* No person shall enter any park, or parkway with any truck, trailer, bus or other commercial vehicle, except for the service of such park property, or part thereof. In addition, no person other than law enforcement, emergency medical, or park personnel in performance of their duties shall ride, drive, park or draw any snowmobiles, go-carts, mini-bikes, dirt bikes or all-terrain vehicles in any parks.

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(3) *Driving, riding or parking vehicles.* No person, unless authorized by the Park Superintendent, shall drive, ride or park any vehicle on any grass or lawn, or in any part of any park, playground or parkway, except regular roadways.

(4) *Overnight parking.* No person shall park a vehicle in any park overnight.

(5) *Maintenance of vehicles.* No person shall repair, clean, wax or otherwise maintain a motor vehicle in any park, nor shall anyone discharge or cause to be discharged hazardous substances, including but not limited to, gasoline, antifreeze or motor oil, in any park.

(j) Protection of park property. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Encroachments.* No person shall in any way alter, damage, remove or deface any facility, feature, vegetation, man-made object or equipment in a park; nor erect or store personal property, plant vegetation or deposit debris or refuse in a park or extend any use on adjacent property to park property.

(2) *Excavation.* No person shall remove or dig up any dirt, stones, rock or anything whatsoever; make any excavation, quarry any stone, or lay or set off any blast, or cause or assist in doing any of such things, within any park.

(3) *Littering.* No person shall scatter or leave upon any park, any paper, rag, garbage, unbreakable or breakable bottle or container, or other litter.

(4) *Unauthorized areas.* No person shall play or practice any game or sport in any park area not suitable for said use.

(5) *Unauthorized trails.* No person shall create any new trails on park property.

(k) Remote control devices and powered models or toys. Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) No person shall operate hobby rockets, remote control gliders or powered remote control or tethered planes, cars or other like devices in a park.

(l) Rest rooms and locker rooms.

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(1) *Harassment and intimidation.* No person shall loiter in the vicinity of rest rooms, locker rooms, or dressing rooms in a park, nor harass, intimidate or solicit users of such facilities.

(2) *Inappropriate behavior.* No person shall enter any rest room, locker room or dressing room designated for the opposite sex, with the exception that a child of the opposite sex may accompany his or her parent or guardian, provided the child is six (6) years of age or younger.

(m) *Swimming, bathing and wading.* Swimming, bathing and wading are prohibited except where designated by the Board of Park Commissioners.

(n) *Wildlife and habitat protection.* Unless authorized specifically by the Board of Park Commissioners or confined within those areas specifically designated:

(1) *Animals.* No person shall feed, harass, capture, remove, injure or kill any animal or its young or eggs found in a park, or disturb the nest, den, burrow, lodge, dam or other structure of any animal found in a park.

(2) *Removal of plants.* No person shall remove or pick from a park any plants, flowers or parts thereof including, but not limited to, cuttings, seeds, berries, nuts or foliage.

(3) *Abandonment or release of animals.* No person shall abandon, release or cause to be released into a park any animal.

(4) *Planting.* No person shall plant any plant or release or cause to be released into a park any plant or fungus seeds or spores.

(5) *Habitat preservation.* No person shall disturb or modify woodlands, streams, stream banks, meadows, ponds, lakes or other natural areas within a park, or walk among or across any flower garden, shrubs or other plantings.

(o) *Hours of operation.* No person shall enter park property after the closing hour established by the Board of Park Commissioners.

(p) *Hunting and trapping.* Hunting and trapping of wildlife are prohibited in any park except when expressly permitted in writing as part of a park department controlled activity and with express written consent of the Board of Park Commissioners.

**Sec. 16-3. Penalties.** Any person violating any provision of this article shall be guilty of an infraction and be penalized ninety dollars (\$90.00) as provided for in section 1-11 of this Code.

Secs. [16-3] 16-4 --16-15. Reserved.

ARTICLE II. MOTORBOATS\*

Sec. 16-16 Operation Restricted.

No person shall operate a motor-powered boat upon any lake, pond, or waterway within the city:

1. In a reckless manner having regard of the weather conditions, depth, width, traffic and use of such lake, pond or waterway;
2. At such a rate of speed or in such a manner as to endanger the property or life of any person, including the occupant of such motor-powered boat;
3. Before the hour of 6:00 a.m. or after 9:30 p.m. eastern daylight time;
4. Within seventy-five (75) feet of docks, floats, canoes, sailboats, rowboats, or swimmers, except when leaving or returning to shore;
5. Without underwater exhausts or without effectively muffling or silencing by a muffler or similar device excessive noise produced by such motor-powered boat.  
(code 1960 § 24-2)

\*Cross reference – motorboats prohibited on water bodies of open space land §21-181

## **Appendix C: Tobacco Product Ordinance**

### **Sec. 16-3. Tobacco Products Prohibited in City Parks and Recreational Properties**

It shall be prohibited, at all times, for an individual to smoke and/or use any tobacco product in any form while at a City Park or recreational property.

### **Sec. 16-4. Signage.**

City parks or recreational properties, where smoking and/or tobacco use has been banned pursuant to this chapter shall be so designated by signs posted that give notice to those areas of prohibition.

### **Sec. 16-5. Enforcement.**

Members of the City of Bristol's Police Department shall be charged with the enforcement of this chapter. Such officer of the department shall inform the violator of this chapter and take enforcement action when a violation has occurred.

### **Sec. 16-6. Penalty.**

Law enforcement officers may issue a citation for violation of this chapter pursuant to Section 1-11 of the City of Bristol Code of Ordinances.

### **Sec. 16-7. Definitions.**

As used in this chapter, the following terms shall have the meaning indicated:

**"ENFORCEMENT."** All law enforcement officers of the City of Bristol.

**"PARK OR RECREATIONAL PROPERTY."** Property owned or operated by the City of Bristol and used in connection with recreational programs or purposes, including, but not limited to, sports or athletic fields and facilities, parks, pocket parks, parking lots, pools, playgrounds, bike or walking paths, dog parks, bleachers, gardens, passive recreation areas, tennis courts, trails and other areas where people may assemble for recreational purposes, and any community, recreation or building located on park or recreation property.

**"TOBACCO PRODUCT."** The use of any substance containing tobacco or any tobacco product in all of its forms, including, but not limited to a lighted cigarette, cigar, pipe, or similar device, such as all electronic cigarettes (e-cig, e-hookah, vape pen, electronic nicotine delivery system), as well as chew tobacco, snus and snuff, as well as any product of formulation of matter containing biologically active amounts of nicotine that

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is manufactured, sold or offered for sale or otherwise distributed with the expectation that the product or matter will be introduced into the human body but does not include any product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

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## **Appendix D: Youth Commission**

### **Sec. 18-148. - Established.**

Pursuant to the applicable provisions of the general statutes and the Charter of the city, there is hereby established a youth commission, which shall be a part of the administration of the municipal government and shall be subject to the Charter, general ordinances and regulations of the city.

(Code 1960, § 60-1; Ord. of 2-4-71)

### **Sec. 18-149. - Duties.**

The commission established by this article shall study continuously the conditions and needs of the youth of the city in relation to employment, health and development of their skills and talents so as to become participating and contributing members of the community. It shall analyze the needs and shall make recommendations to the mayor and the city council regarding the programs and policies available to serve those needs.

(Code 1960, § 60-2; Ord. of 2-4-71; Ord. of 12-5-78)

### **Sec. 18-150. - Terms and appointments.**

The youth commission shall consist of eleven (11) members. There shall be at least three (3) members currently under twenty-one (21) years of age, a representative of the school system, a representative of the police department, a private youth serving agency member, a city councilman, four (4) citizens, and at least one-third ( 1/3 ) of the total membership shall be people who receive less than fifty (50) percent of their livelihood by delivering services to youth and their families.

All appointments shall be for three (3) years except the councilman members who shall be appointed in November for a term of two (2) years and who shall serve only during his term of office as councilman. All appointments to fill vacancies shall be for the unexpired portion of the term succeeded to.

(Code 1960, § 60-3; Ord. of 2-4-71; Ord. of 3-1-77; Ord. of 5-3-77; Ord. of 12-5-78; Ord. of 6-13-94; Ord. of 12-14-04)

### **Sec. 18-151. - Officers.**

A chairman, vice-chairman and a secretary shall be elected by the members of the youth commission from among their members.

(Code 1960, § 60-4; Ord. of 2-4-71)

**Sec. 18-152. - Budget.**

As the need appears and arises, the youth commission shall recommend to the mayor and city council the employment of personnel to serve the needs of youth. The commission shall submit annually a budget for recommended programs and personnel for the ensuing year in as much detail as shall be required by the mayor, city council and board of finance.

(Code 1960, § 60-5; Ord. of 2-4-71; Ord. of 12-5-78)

**Sec. 18-153. - Meetings; agenda.**

The youth commission shall be empowered to determine the time and place of its meetings and its agenda.

(Code 1961, § 60-6; Ord. of 2-4-71)

**Sec. 18-154. - Reserved.**

**Editor's note**— A motion adopted by the council on Dec. 10, 1984, provided that [§ 18-154](#), expiration, be deleted; that the youth commission be reestablished, effective Dec. 1, 1984; and that the terms of existing members of such commission continue until the expiration of such terms. Prior to deletion, [§ 18-154](#) was derived from an ordinance adopted Dec. 5, 1978.

## **Appendix E: Youth Service Bureau**

A Youth Service Bureau is an agency operated directly by one or more municipalities or a private agency under municipal contract that is designated by the chief elected official for the purpose of planning, evaluation, coordination and implementation of a coordinated network of resources and opportunities for children, youth and their families. They are also responsible for the provision of opportunities for all responsible members of their communities.

Any one or more municipalities or any one or more private youth serving organizations, designated to act as agents of one or more municipalities, may establish a multipurpose youth service bureau for the purposes of evaluation, planning, coordination and implementation of services, including prevention and intervention programs for delinquent, pre-delinquent, pregnant, parenting and troubled youths referred to such bureau by schools, police, juvenile courts, adult courts, local youth-serving agencies, parents and self-referrals. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention, treatment and follow-up services.

Youth Service Bureaus also serve as the mechanism for all primary prevention services, such as, but not limited to substance abuse, delinquency, youth suicide and other maladapted adolescent behavior. A Youth Service Bureau shall provide coordination of community service resources to insure a comprehensive service delivery of primary prevention, intervention, treatment and aftercare services and may provide, but shall not be limited to, the delivery of the following services: (1) individual and group counseling; (2) parent training and family therapy; (3) work placement and employment counseling; (4) alternative and special educational opportunities; (5) recreational and youth enrichment programs; (6) outreach programs to insure participation and planning by the entire community for the development of youth services; (7) preventative programs, including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and (8) programs that develop positive youth involvement. Such services shall be designed to meet the needs of troubled youth by the diversion of such youth from the justice system, as well as by the provision of opportunities for all youth to function as responsible members of their communities.

Youth Service Bureaus are characterized by two primary service areas: The Administrative Services and Direct Services.

### **Administrative Services**

Designated by the chief elected official, the department is responsible for a coordination of children and youth services in its municipality or area.

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- a) Providing linkages between all public and private children and Youth serving agencies including Police, Schools, Private Social Agencies, Recreation, Clergy and Civic Organizations.
- b) Working with Advisory Boards appointed by the Chief Executive Officer comprised of citizens, youth, and professionals from public and private youth serving organizations.
- c) Carrying out the following functions: Prevention through community development and involvement; community needs assessment; resource and program development; youth and family advocacy; employment development; alternative education development; administration and research.

### 1. Direct Services

This aspect of the Youth Service Board's function includes those units of service categorized by:

- (a) The provisions of a variety of remedial services, by department employees or contractors.
- (b) The direct contact with target populations consist of the following: children and their families, statute offenders (runaways, truants, incorrigibles), substance abusers, neglected children and youth, economically disadvantages, pre-delinquent youth.
- (c) Attempts to service the greatest number of youth and families, efficiently and effectively, within a reasonable period of time.
- (d) Performance of the following face to face functions: individual, group and family counseling; information and referral; crisis intervention; temporary shelter; youth employment programs; wilderness or adventure challenge experience; parent education programs, positive youth development programs; youth centers; tutoring.

## Appendix F: City Code of Ethics

### ARTICLE V. CODE OF ETHICS AND ETHICS BOARD\*

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**\*Editor's note:** An ordinance adopted June 13, 2006, amended Art. V by changing the title from "Code of Ethics and Board of Ethics" to "Code of Ethics and Ethics Board".

**Editor's note:** Ord. of Oct. 4, 1977, specifically amended the Code by adding Art. V, §§ 2-124--2-136. Subsequent amendments have been included as indicated in history notes following affected sections.

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#### Sec. 2-124. Declaration of policy.

The proper operation of democratic government requires that public officers and employees be independent, impartial, and responsible to the people of Bristol; that government decisions and policy be made in the proper channels of government structure; that public office not be used for personal or private gain; and that the public have confidence in the integrity of government. In recognition of these goals, a code of ethics is hereby established for officials and employees of the City of Bristol, as are hereinafter defined. The purpose of this code is to establish ethical standards of conduct by setting forth those actions that are in conflict with the best interest of the city, and by directing disclosure of any financial or personal interest in matters affecting the city as set forth in this article.

(Ord. of 10-4-77; Amend. of 5-11-87; Ord. of 6-13-06)

#### Sec. 2-125. Application.

The code of ethics of the City of Bristol shall govern any elected or appointed official or an employee of the City of Bristol herein after referred to as "officials".

(Ord. of 10-4-77)

#### Sec. 2-126. Responsibilities of public office.

(a) It shall be the responsibility of officials to carry out their duties to the best of their abilities and with the highest moral and ethical standards, regardless of personal consideration. Their conduct should at all times be for the public good and within the bounds of the law, should be above reproach, and should avoid a conflict between public and private interests and responsibilities.

(b) Any person convicted of a crime classified as a felony shall no longer serve as a member of a city board or commission. The procedure for removal will follow section 15 of the charter.

(c) It shall be the responsibility of each official to obtain and read a copy of the code of ethics of the City of Bristol and to keep informed of any changes or interpretations as to its applicability.

(Ord. of 10-4-77; Ord. of 10-4-83; Amend. of 5-11-87; Amend. of 9-8-98)

**Cross references:** Members required to attend meetings of boards, commissions, etc., § 2-9)

Sec. 2-127. Fair and equal treatment.

No official shall grant or accept any special consideration, treatment, favor or advantage beyond that which is generally available to all residents and/or taxpayers of the city.  
(Ord. of 10-4-77)

Sec. 2-128. Political influence.

No official shall promise an appointment or the use of his influence to obtain an appointment to any municipal position as a reward for any political activity.  
(Ord. of 10-4-77)

Sec. 2-129. Conflict of interest.

(a) No official shall act or vote as a result of having accepted from any person or his representative anything of value whatsoever, or the promise of any future reward. Whenever any person appears before any board or commission who has actively participated in appointing or recommending any member of said board or commission and such member is aware of such participation, such member must:

- (1) Disclose such participation for the purpose of the record of such board or commission;
- (2) Then make a decision as to whether or not he or she can sit impartially, and so state for the purpose of the record.

(b) 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.

(c) 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 Section 55 of the Charter of the City of Bristol.

(Ord. of 10-4-77; Amend. of 9-8-98; Ord. of 6-13-06)

Sec. 2-130. Applicability.

(a) Any official who questions the applicability of this code to a pending or potential act, vote, bid, discussion, receipt of anything of value and the like may request an opinion from the ethics board. If he or she so requests, the official shall be given a prompt opportunity to explain his or her position and interpretation of the code of ethics before the ethics board. Opinions of the ethics board shall be advisory, and such requests shall be confidential unless the person making the request authorizes the board in writing to disclose the same, it being hereby declared that such confidentiality is necessary to provide reasonable protection to the reputation or character of said official.

(b) This code shall be operative in all instances covered by its provisions, except when superseded by an applicable statutory or charter provision.

(Ord. of 10-4-77; Ord. of 6-13-06)

Sec. 2-131. Sanctions.

Violations of any provisions of this code should raise conscientious questions for the official concerned as to whether voluntary resignation or other action is indicated to promote the best interest of the city. Violation may, upon determination by the city council, constitute a cause for censure, suspension, removal from office or other appropriate legal proceedings.

(Ord. of 10-4-77)

Sec. 2-132. Terms and definitions.

The following terms, when used in this code of ethics and in Section 55 of the Charter of the City of Bristol, shall have the following meanings unless the context otherwise requires:

*Business with which he is associated* means any sole proprietorship, partnership, firm, corporation, trust or other entity through which business for profit or not for profit is conducted in which the official or member of his immediate family is a director, officer, owner, limited or general partner, beneficiary of a trust or holder of stock constituting five (5) per cent or more of the total outstanding stock of any class, provided, the official or member of his immediate family shall not be deemed to be associated with a not for profit entity solely by virtue of the fact that the official or member of his immediate family is an unpaid director or officer of the not for profit entity. "Officer" refers only to the president, executive or senior vice president or treasurer of such business.

*Financial interest* means any interest that is in substantial conflict with the proper discharge of the official's duties or employment in the public interest and of the official's responsibilities as prescribed by the laws of this state and city, if the official has reason to believe or expect that the official, the official's spouse or dependent child, or a business with which he is associated, as defined herein, will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of the official's official activity. Any such official does not have an interest that is in substantial conflict with the proper discharge of the official's duties in the public interest and of the official's responsibilities as prescribed by the laws of this state and city, if any benefit or

detriment accrues to the official, the official's spouse or dependent child, or a business with which he, his spouse or such dependent child is associated as a member of a profession, occupation or group to no greater extent than to any other member of such profession, occupation or group.

*Immediate family* means any spouse, children or dependent relatives who reside in the individual's household.

*Member of a group* means a trustee, officer, director, member of a limited liability company, or partner of any organization or other entity and includes, but is not limited to a trust, corporation, Limited Liability Company, union, association, firm, partnership, committee, club, or other organization.

*Personal interest* means either an interest in the subject matter or a relationship with the parties before the official or board, body, or commission of which the official is a member, impairing the impartiality expected to characterize said official. A personal interest can take the form of favoritism toward one party or hostility toward the opposing party; it is a personal bias or prejudice which imperils the open-mindedness and sense of fairness which a city official is required to possess.

(Ord. of 10-4-77; Amend. of 9-8-98; Ord. of 6-13-06)

Sec. 2-133. Confidentiality of complaint and investigation; records opened upon finding of probable cause; waiver of confidentiality.

(a) Unless the board makes a finding of probable cause, any complaint of an alleged violation of the code of ethics and all materials submitted in support thereof shall be kept confidential unless the respondent waives his or her right of confidentiality.

(b) Unless the board makes a finding of probable cause, any investigation of the complaint and all materials related thereto, including minutes, records of testimony and all other documents shall be kept confidential unless the respondent waives his or her right of confidentiality.

(c) Unless the board makes a finding of probable cause or the respondent has waived his or her right of confidentiality, no complainant, respondent, witness, designated party, board member or staff member of the city shall disclose or discuss a complaint, its investigation, or any other aspect to or with any third party.

(d) Upon a finding of probable cause by the board or waiver of confidentiality by the respondent, the complaint and the record of its investigation is deemed to be open, and all aspects of the complaint, the investigation of probable cause, and all documents and records of testimony related thereto, shall be available for public inspection.

(e) No provision of this section shall prevent the board from reporting the possible commission of a crime to the state's attorney or other prosecutorial authority. The board may adopt rules of procedure and regulations it deems necessary to carry out the provisions of this section and to protect the right of confidentiality of the respondent.

(Ord. of 10-4-77; Ord. of 1-1-01)

Sec. 2-134. Procedure for receiving and investigating complaints; decision regarding probable cause; hearing after finding of probable cause.

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(a) The board shall receive a complaint from any person of any alleged violation of the code of ethics. A complaint is deemed to have been received by the board upon its delivery to the city clerk. Any individual making a complaint shall do so on a form prescribed and adopted by the board. Copies of the complaint form shall be delivered to and kept by the city clerk, who shall make them available to the public upon request. Complaints made against multiple officials (respondents), even if arising out of the same facts and circumstances shall be separated and processed on one (1) complaint form for each official. The board shall maintain separate files for each complaint in case there is a waiver of confidentiality by fewer than all of the respondents or no probable cause is found against some of the respondents. These provisions shall not prohibit the board to join proceedings and hearings in those circumstances where the right of confidentiality can be maintained. Said complaint shall require as a minimum the following:

- (1) Name and position (e.g. elected or appointed office or employee) of the city official (respondent).
- (2) Section of the code allegedly violated.
- (3) Date, time and place the matters complained of occurred.
- (4) Names and addresses of any witnesses or persons involved.
- (5) A short statement of the facts and circumstances alleged to constitute the violation.
- (6) Name, address and telephone number of the complainant.
- (7) A signed statement by the complainant certifying the truth of the facts stated under penalty of false statement.

(b) Upon receipt by the city clerk of a complaint of an alleged violation of the code by an official, the city clerk shall notify the official (respondent) and each member of the ethics board. Such notice shall be in writing and indicate the date on which the complaint was received. The notice shall also include a copy of the complaint and any exhibits attached thereto. Such notice shall be sent via certified mail, return receipt requested, within fifteen (15) business days of the receipt of the complaint.

(c) Within fifteen (15) business days of the receipt of the complaint by the city clerk, the board or a committee of the board appointed by the chairman containing no fewer than three (3) members shall schedule a meeting to conduct a probable cause investigation. Said meeting shall be convened within thirty (30) business days of the receipt of the complaint. The investigation may be continued to additional meetings provided that all such meetings shall occur within ninety (90) business days of the receipt of the complaint. The probable cause investigation will be conducted to determine each of the following:

- (1) Whether the respondent is an "official" as defined in this Code;
- (2) Whether the acts alleged in the complaint, if proven, would constitute a violation of the Code.
- (3) Whether there exists evidence that substantiates the complaint sufficiently to warrant further proceedings.
- (4) Whether the official, and the circumstances complained of, are governed by a collective bargaining agreement, personal employment contract, or other agreement or policy, the provisions of which would take precedence over this article.

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(d) If the probable cause investigation is conducted by the board pursuant to subparagraph (c) above, within fifteen (15) business days of the conclusion of any probable cause investigation, a decision as to probable cause shall be made by the board. If the probable cause investigation is conducted by a committee of the board appointed by the chairman pursuant to subparagraph (c) above, within fifteen (15) business days of the conclusion of any probable cause investigation, a recommendation as to probable cause shall be made by the committee, and said committee shall notify the board within five (5) business days as to its recommendation. The final decision on said question shall be made at a meeting of the ethics board. The members of the committee who conducted the investigation shall give a majority and minority report, if any, for those members who were not part of the committee. In making a decision as to probable cause, the board shall take one (1) of the following actions:

(1) Dismiss the complaint if it finds that any one (1) of the requirements of probable cause numbered (1), (2), or (3) in subparagraph (c) above have not been met.

(2) Find that the requirements of probable cause number (1), (2) and (3) in subparagraph (c) above have been met.

(Ord. of 10-4-77; Amend. of 5-11-87; Amend. of 9-8-98; Ord. of 1-1-01; Ord. of 6-13-06)

Sec. 2-134.1. Finding of probable cause; files, hearing to be public.

(a) After a vote that the requirements of probable cause have been met, all further action taken shall require the presence of at least five (5) members and at least four (4) affirmative votes. Thereafter, all records shall be open to the public as provided above.

(b) The board shall schedule a hearing on any complaint found to have probable cause within thirty (30) business days unless it finds that the circumstances complained of are subject to a collective bargaining agreement, personal employment contract or other agreement or policy applicable to the official (respondent). If the board finds that a collective bargaining agreement, personal employment contract, or other agreement or policy is applicable to the official (respondent), the board shall transmit certified copies of the complaint, all records and documents pertaining thereto, and its finding of probable cause to the appropriate forum having jurisdiction. In addition, the board shall take one (1) of the following actions:

(1) Retain jurisdiction, but defer any further action until the appropriate forum has rendered a decision.

(2) Relinquish jurisdiction to the appropriate forum and close the file.

(c) If requested by the respondent, the board may proceed directly to a hearing without need of a probable cause investigation. In such cases the complaint, record, and all documents pertaining to the complaint shall be available to the public as though probable cause has been found.

(d) Hearings on any complaint upon a finding of probable cause or request by the respondent shall require the presence of at least five (5) members of the board. The respondent shall have the right to counsel, to confront and cross-examine all witnesses against him, and to present evidence on his behalf.

(Ord. of 1-1-01; Ord. of 6-13-06)

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Sec. 2-134.2. Finding of no probable cause; files to remain confidential.

If the board makes a finding of no probable cause, the complaint and the record of its investigation shall remain confidential, except upon the request of the respondent and except that some or all of the record may be used in subsequent proceedings. No complainant, respondent, witness, designated party or board or staff member shall disclose to any third party any information learned from the investigation, including knowledge of the existence of a complaint, which the disclosing party would not otherwise have known. If such a disclosure is made, the board may, after consultation with the respondent if the respondent is not the source of the disclosure, publish its findings and a summary of its reasons therefore.

(Ord. of 1-1-01)

Sec. 2-135. Report to city council.

(a) In all matters wherein the ethics board makes a finding of no probable cause or makes a finding of no violation, the decision of the ethics board shall be final. Upon making a finding of violation, the board shall report its findings and recommendations as to disposition concerning the complaint, to the city council within ten (10) business days of its decision. The report shall include an itemized response to each of the charges made in the complaint, including a summary of the issues presented by the complaint, and response to each accordingly, along with rationale for the findings.

(b) The city council shall consider the findings and recommendations as to disposition of the board in executive session, unless an open hearing is requested by the respondent. The city council may:

- (1) Accept the findings and recommendations as presented, or
- (2) Not accept the findings, in which case the city council shall conduct a hearing de novo on the complaint, in accordance with the procedures set out in section 2-134(d), or
- (3) Accept the findings of the board, but not accept the recommendations as to disposition, in which case the council shall dispose of the matter as it sees fit.

(Ord. of 10-4-77; Amend. of 5-11-87; Amend. of 9-8-98; Amend. of 7-11-06)

Sec. 2-136. Notice of hearings.

All notices required under this article shall be sent by registered or certified mail, or by any manner which service of process may be made.

(a) In the event a hearing is held, the board shall render a decision within ten (10) business days of the final day of said hearing.

(b) Reserved.

(Ord. of 10-4-77; Amend. of 5-11-87; Ord. of 6-13-06)

Sec. 2-137. Statute of limitations.

Any complaint of an alleged violation of this chapter must be received by the city clerk within one (1) year from the date of occurrence of the alleged violation.

(Amend. of 9-8-98)

ATTACHMENT D

Sec. 2-137.1. Severability.

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this article, or any part thereof, is for any reason held to be unconstitutional or invalid, or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this article or any part thereof. (Ord. of 10-4-77)

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## Appendix G: Park Trust Funds and Endowments Overview

Account Name	Purpose	Net Income/ P&I	Cycle
Bristol City S Goodsell Pk/Playground	Pay over to the Board of Finance of the City of Bristol for the care, maintenance, improvement acquisition and extension of parks and playgrounds.	Net Income	3/6/9/12 on the 31st
Page Dewitt Park Endowment	Pay net income annually to the City of Bristol upon request by said Board of Park Commissioners, at such times and in such amounts as said Board shall request, such sums of money as shall equal the amount of money appropriated and spent by the City in the development and upkeep of said Page Park, or in the erection and upkeep of building therein, in the planting of shrubbery, or in the acquisitions of land which may be acquired connected with or adjacent thereto, and in the care and maintenance of said Park for Park purposes. <b>Said Trustee may also pay to the City of Bristol, upon request by the Board of Park Commissioners from time to time, from the principal of said Trust Fund, an amount, in addition to the income or accruals from said Trust Fund not to exceed \$10,000 per year, PROVIDED, a like amount, dollar for dollar, shall be expended by the City upon said Page Park; but in no instance and under no condition shall there be withdrawn from said Trust Fund yearly more than said sum of \$10,000 from the principal in addition to the total amount of the income and accruals.</b>	P & I	3/6/9/12 on the 21st
Page May Rockwell Tr U/W Tr A	The Trustee shall annually pay to the City of Bristol an amount of money that will equal one-third of the appropriation for the maintenance of Page Park as disclosed in the annual budget for the City of Bristol as finally approved by the Board of Finance. Should future conditions result in the annual appropriation for maintenance of Page Park by the City of Bristol increasing to the point where income available to the city annually from the Dewitt Page Park Endowment Fund would not be sufficient to provide one-third of the appropriation, then and in that event only, the trustee in its sole discretion may increase the annual payment to the City of Bristol directed herein, by the amount of such deficiency. Recognizing the probability of net income remaining after the payment to the City of Bristol, the trustee in its sole uncontrolled discretion may distribute annually all or part of such remaining income to non-profits.	P & I	3/6/9/12 on the 21st
Page May Rockwell Tr U/W Tr A	1) Add all or part of the income remaining after payment of administration expenses to the principal of this trust; 2) Pay to the City of Bristol, upon the request of its Board of Park Commissioners, such amount as said Board may request for major repairs or replacements to the swimming pool or its related machinery and equipment; provided, however the trustee agrees with the Board of Park Commissioners that such an expenditure would constitute a major repair or replacement. The judgment of the trustee in this matter shall be final and conclusive; 3) Pay such expenditures as are provided in the preceding paragraph from either principal or income in the sole discretion of the trustee.	Net Income	3/6/9/12 on the 21st
Page, May Rockwell fbo Rockwell Park	For the maintenance of Rockwell Park in said City of Bristol, and I direct that so much of the net income there from as shall be needed for such maintenance shall be disbursed by the trustee from time to time upon the requisition of the treasurer, comptroller or other proper officer of the City of Bristol, accompanied by a detailed statement of expenditures made for the upkeep, improvement, development, and beautification of said park, with power in my trustee to accumulate and add to principal any unexpended income. <b>I further empower my said trustee, in its sole discretion, to pay to the City of Bristol such part of the principal as may be necessary for the repair or reconstruction of said park in the event of the destruction or serious damage to said park by flood or other major catastrophe.</b>	P & I	3/6/9/12 on the 21st
Peck, Constant fbo Peck Park	If more money than is needed for the purchase of the land, then such a remainder may be used for equipment or endowment- at the discretion of the Trustees.	P & I	3/6/9/12 on the 21st
Rockwell, Nettie fbo Memorial Blvd	To improve, beautify and care for the Rockwell Memorial Boulevard running from Main Street east to its junction with Riverside Ave and in the care, improvement and betterment of the property of the City of Bristol adjoining said Boulevard on the north and south sides thereof. Said expenditures from this fund shall be made with the approval of the above mentioned department of the government of the City of Bristol.	P & I	3/6/9/12 on the 21st
Rockwell, Nettie fbo Playground	Care, maintenance, equipment, improvement and supervision of that portion of Rockwell Park which has heretofore been designated as "Mrs. Rockwell's Playground", provided that said premises shall be continued as a play and recreation ground for children to the exclusion of work or study by them, in substantial conformity with the use of said premises heretofore under my direction. It is my wish that no bottled beverage be sold or distributed in this playground and that at all times the greatest kindness be shown to the children.	P & I	3/6/9/12 on the 21st
Rockwell, Nettie fbo Rockwell Park	Improvement, care and maintenance of Rockwell Park in Bristol in cooperation with the Board of Park Commissioners or other dept of the city gov't having immediate charge of said Park. Said income may be used for such additions, improvements and equipment of said Park as shall be approved by the above mentioned dept of the city gov't. It is my wish that no additional refreshment or other stands for the sale of food, beverages, or other articles be erected or maintained in said Park.	P & I	3/6/9/12 on the 21st

## **Appendix H: Agency Goals, Objectives and Accomplishments**

### **Administration**

#### **Fiscal Year 2020 Goals and Accomplishments:**

- Engaged in a 4-month evaluation process to determine the feasibility of merging Parks and Recreation and Youth and Community Services into a single unified department. The analysis resulted in the creation of the Department of Parks, Recreation, Youth and Community Services.
- Physically expanded the Administrative office through the acquisition of the former Renaissance office space. This created the opportunity to integrate select Youth and Community Services team members which allowed Bristol Health to lease space in the 51 High Street building.
- Re-organized the department's operating budget into 5 division accounts and streamlined the program revolving accounts in order to promote better accountability, efficiency, and transparency.
- Supported the City's sustainability initiative by utilizing the department's website to eliminate paper request forms. All department services can now be secured online at [www.bristolrec.com](http://www.bristolrec.com).
- Updated the Department Policies and Operational Manual and established an annual review process to ensure the document remains current.

#### **Fiscal Year 2021 Goals:**

- Develop and implement two fundraising events to contribute to the department's Annual Giving Campaign to bolster the Friends of Bristol Parks and Recreation Fund in order to support new initiatives and improve access and equity.
- Implement the All Heart Pop-Up Parks series in order to strengthen families and neighbors, engage underutilized spaces to enhance visibility and safety, and strengthen the sense of community for all residents - regardless of age, race, ethnicity, sexual orientation, and socio-economic status.
- Complete the comprehensive city-wide Parks, Recreation, Youth and Community Services Master Plan in order to assess the needs of the community and develop a ten year trajectory for department.

#### **Long Term Goals:**

- Reduce the City's reliance on the trust funds for the operational budget in order to revitalize the park system and internally support capital improvement projects.
- Secure and maintain CAPRA (Commission for the Accreditation of Parks and Recreation Agencies) national accreditation by engaging in an in depth self-

assessment of the department, the respective divisions, and the role of Parks, Recreation, Youth and Community Services in the community.

- Achieve long-term sustainability for annual giving campaigns in order to build up the Friends of Bristol Parks and Recreation Fund.
- Utilize the new city-wide Parks and Recreation Master Plan to develop a comprehensive 10 year Capital Improvement Plan that anticipates the future of recreation and parks services in the City.
- Utilize the new Page Park Master Plan to redevelop the park. Page Park is long overdue for redevelopment which includes addressing long standing challenges surrounding parking, run-off/flooding, and upper level maintenance/storage facility needs.
- Identify and develop under-utilized parcels of land throughout the City in order to achieve park spaces within a 10 minute walk of all Bristol residents, in order to meet the standards of the National 10 Minute Walk Campaign.
- Ensure every resident feels welcome and has access to great parks, recreation, youth and community services; inclusive of age, ability, ethnicity, gender, sexual orientation and socio-economic status.

### **Parks, Grounds, and Facilities Maintenance Division**

#### **Fiscal Year 2020 Goals and Accomplishments:**

- Created a new full-time Assistant Parks, Grounds, and Facilities Supervisor, specifically tasked with implementing training programs for staff. Such trainings included Narcan Training, CPR and First Aid Certifications, Equipment Field Days and Qualifications, and seasonal operation training. Four staff members were nationally certified as Pool Operators.
- Engaged in a number of projects – including renovating the Dennis Malone Aquatics Center lobby, Rockwell bathhouse renovations, and green monster maintenance building renovations - through in-house labor resulting in thousands of dollars in savings.
- Removed over thirty dead and/or dangerous trees within the park system at the professional assessment of our department's tree warden.
- Enhanced park signage by replacing old outdated wooden signs with modern metal signs, utilizing the Department of Public Works new sign machine. Additionally, purchased an official park sign for Robert's Property Park.
- Brought park playgrounds up to code through significant resurfacing work.
- Implemented a "No Smoking in the Parks" ordinance, in partnership with the Drug Free Communities Grant, in order to meet national trends and to promote healthy lifestyle choices through environmental change.

#### **Fiscal Year 2021 Goals:**

- Establish and strengthen park maintenance policies and procedures in order to comply with industry standards, best practices and CAPRA Requirements.

- Develop comprehensive park specific operation manuals for each facility and park by the season in order to streamline seasonal maintenance and to evaluate the resources needed to successfully maintain each facility.
- Complete the restoration and renovation of existing park facilities including Rockwell and Page pavilions, and the Rockwell Park bathhouse, in order to better utilize our existing facilities to meet the needs of residents and department programs.
- Institute an annual training calendar focusing on professional development in order to educate staff on best practices in the parks maintenance field, including safety, facility operations, and infrastructure maintenance.

#### **Long Term Goals:**

- Pursue the Parks, Recreation, Youth and Community Services master plan recommendations for resources needed to maintain current and future parks, as well as land acquisitions that support department initiatives such as the National 10 Minute Walk Campaign.
- Develop a maintenance plan to meet the needs of any changes and renovations made to Page Park as a result of the master plan.
- Continue to engage in collaborative conversations with the Board of Education and other stakeholders surrounding the maintenance and coordination of athletic fields across the city. Increased demands in all youth sports programming is going to continue to put pressures on all fields. Sustainable methods should be examined, taking into consideration costs and capacity to maintain and upkeep fields.
- Monitor and manage aging and deceased trees in high risk areas including roadways, parking lots, group use/play spaces, and trails in order to reduce liability and exposure.

#### **Recreation Division**

##### **Fiscal Year 2020 Goals and Accomplishments:**

- Bolstered scholarship opportunities by engaging the Friends of Bristol Parks and Recreation Fund. The merger has also provided more opportunities for scholarship and financial aid. The department is now providing for more families in need than ever before.
- Diversified program offerings to meet community needs including the creation of a Teen Night Social program in partnership with the Drug-Free Community grant - B.E.S.T-4-Bristol, Bristol Green Team park stewardship program and pop-up events like All Heart Nests and Kids to Parks Day.
- Partnered with the Chamber of Commerce to sponsor the 34<sup>th</sup> Annual Santa Land Village allowing for over \$2,000 in additional offerings and improvements to the event.

- The Recreation team stepped up to take over long standing community events including the Federal Hill Summer Concert featuring Cajun Ray and the Steamers as well as the Children's Holiday Parade in Reverse.

**Fiscal Year 2021 Goals:**

- Shift towards a benefits based programming model which includes identifying community needs, defining program objectives, measuring outcomes, and then marketing the benefits.
- Implement a new Extended Care program for the Summer FUN Camp that meets the needs of working families in Bristol by providing longer hours of camp at an affordable rate.
- Develop a comprehensive volunteer program in order to engage with the community by providing volunteer opportunities while reducing program operational costs.

**Long Term Goals:**

- Develop a business minded approach in regard to recreation programming in order to prevent duplication of services throughout the city. Groups such as Adult Education, Boys and Girls Club, Healthtrax, and other for-profit businesses in the health, wellness, and recreation industry should be watched and coordinated with and around.
- Diversify program instructors, programs, and seasonal staff to reflect the diversity of the City of Bristol.
- Expand program offerings for underserved demographics including teens, adults, seniors, and individuals with special needs. Develop a robust therapeutic recreation offering.

**Aquatics Division**

**Fiscal Year 2020 Goals and Accomplishments:**

- Complete the Page Park Pool renovation which includes reconfiguration of the swimming pool to a zero depth ADA accessible entry, lap lanes, spray features, upgraded locker rooms, bathrooms, facility lobby and equipment. After 70 years of operation, this much needed renovation will provide a top notch aquatics facility for future generations of the City. Due to COVID-19 the project was slightly delayed into next fiscal year.
- Prioritized energy efficiency at the Dennis Malone Aquatics Center by installing a new variable drive pump, LED lighting, pool heater, HVAC system, domestic water, and building heaters, which will significantly reduce energy costs in the coming years.
- Popular Splash Team program received the official designation from USA Swimming; a national governing body of the sport of swimming and is a recognized Olympic feeder program which will make our swim teams more competitive.

- Secured a lasting and beneficial partnership with Bristol Health to offer therapeutic services to clients at the Dennis Malone Aquatics Center (DMAC).
- Finished an extensive window replacement project throughout the facility, which addressed conditions induced failures of the original fixtures.
- Renovated the DMAC lobby and locker rooms using a mix of in-house crew and contractors. Additionally, a new Fire Alarm Panel system and UV system was installed.
- Established the first Annual Water Safety Awareness event to promote drowning safety education. The program was endorsed by the Connecticut Recreation and Parks Association and Aquatics staff advocated at the State Capital in Hartford.

**Fiscal Year 2021 Goals:**

- Increase community engagement to widen our customer base through targeted marketing efforts.
- Forge community partners, including Bristol Health, Bristol Adult Resource Center, United Way, Youth and Community Services division, Senior Center, home-school community, daycare/childcare centers, ESPN, Tunxis Bristol, Wheeler Clinic, Bristol Counseling Center, and the Arts and Culture Commission, in order to meet the changing needs of Bristol residents.
- Exercise fiscal responsibility by utilizing appropriate staffing, reducing the need for outside contractors by performing work in-house, and analyzing membership and program fee structure in order to reduce expenditures while increasing revenue.
- Inventory equipment and create repair/replacement schedules to ensure proper budgeting and the replacement of unsafe or malfunctioning equipment.

**Long Term Goals:**

- Engage other aquatics amenities within the Park system such as City ponds and lakes in order to provide residents with alternative water based recreational opportunities such as kayaking, canoeing and boating.
- Enhance our current energy efficient features at the Dennis Malone Aquatics Center, by partnering with the Energy Commission, in order to become a sustainable facility in regard to energy usage.
- Continue to take care of and enhance existing aquatics facilities and assets to provide access for future generations of Bristol families.

**Youth and Community Services Division**

**Fiscal Year 2020 Goals and Accomplishments:**

- The Juvenile Diversion Program's wood working and art classes partnered with the Recreation Division to build REC N' Read Libraries for the parks, bolstering the youths' skills and establishing youth stewardship for local parks.

- Received a Food Share grant to divert imminent evictions. Not only will this grant keep people stably housed, but it will also help to reduce the financial impact that these evictions have on the city.
- Partnered with the United Way to administer a Covid-19 relief fund to provide assistance to individuals struggling as a result of hardships associated with Covid-19.
- Utilized [www.bristolrec.com](http://www.bristolrec.com) and existing marketing strategies by the Recreation and Aquatics Divisions in order to market youth programs to a larger audience and increase awareness of services provided by the Youth and Community Services division. This effort has seen a record number of participants in youth services' programs.
- Organized the Mayor's Youth Cabinet Program in order to promote positive youth development and establish youth engagement in the community and local government.

**Fiscal Year 2021 Goals:**

- Continue to seek opportunities for efficiencies and reduction of service duplication within Youth and Community Services Division and the overall department.
- Utilize demographic and survey information in order to establish new programs and services to meet the changing needs of the community through more diversity focused programs, including an LGBTQ support group.
- Bolster the impact of the Youth Commission through a stronger advocacy role throughout the community.
- Engage in year-round outreach efforts including introducing a summer program for youth out of Rockwell Park and a basketball program to Brackett Park in order to engage at risk populations that are unaccounted for during the summer.
- Continue to engage in close communications with Bristol Hospital Parent Child Center/WIC to ensure a successful shared space arrangement at the 51 high street building.

**Long Term Goals:**

- Develop new community partners and build on existing partnerships to enhance service delivery and the ability to meet the increasing youth and community services needs for Bristol residents.
- Establish and utilize assessment tools to gauge community need for services and then tailor available resources to meet those needs.

## **Pine Lake Adventure Park**

### **Fiscal Year 2020 Goals and Accomplishments:**

- ) The Pine Lake Challenge Course was re-aligned under the Recreation Division during the creation of the Department of Parks, Recreation, Youth and Community Services. The program was rebranded as the Pine Lake Adventure Park in order to expand the program identity and be more competitive with other ropes courses in the state.
- ) Evaluated and updated procedures, forms, and fees, in order to reflect current City, department, and industry standards, as well as to reduce barriers to participation. Utilized [www.bristolrec.com](http://www.bristolrec.com) to streamline registrations.

### **Fiscal Year 2021 Goals:**

- ) Complete site upgrades including a small parking lot and bus turnaround, prefabricated bathroom with water access, and upgrades to site signage and elements to improve safety and marketability of the course.
- ) Complete a comprehensive business plan and strategic plan for the program in order to ensure sustainability of the program for years to come.
- ) Enhance marketing and re-branding efforts through direct mailers, emails, social media, and attendance at schools and conferences throughout the state, in order to increase revenue.
- ) Expand program offerings to include day camps and other environmental education programs.

### **Long Term Goals:**

- ) Utilize the comprehensive city-wide Parks, Recreation, Youth and Community Services Master Plan to help develop a model and vision for the Pine Lake Adventure Park for the next 5-10 years.
- ) Execute the strategic plan developed through internal and external analysis in order to offer quality benefits based programs and events that engage and meet the needs of the general population of the City of Bristol, while also increasing the number of people who visit Bristol in order to participate in adventure park programs.

## **Appendix I: References**

Complete sets of the minutes are available at the Park Office or the City Clerks office.

Dates on which policies or ordinances became in effect or reviewed for amendments:

1. June 21, 1922; Park Regulations.
2. November 17, 1926; Lights at Rockwell Park Lagoon be put out at ten o'clock and that new signs be put up to that effect.
3. March 24, 1927; Rockwell Park dog and leash regulation.
4. March 24, 1927; Ordinance Establishing a Commission on Playgrounds.
5. June 15, 1927; Voted that proper legally drawn signs be posted in the park offering a reward of \$50.00 to any person giving evidence leading to the conviction of any person or persons found defacing or destroying City property in any of the City parks.
6. June 15, 1927; Speed limit in Rockwell Park.
7. July 20, 1927; Bathing at Lagoon.
8. November 27, 1933, Vol. 335; Restrictions placed on use of grounds. Baseball not permitted.
9. July 17, 1935; No truck and busses are permitted to use the Boulevard for traffic purposes.
10. November 20, 1935; Communication from Edward Ingraham offering land for Playground purposes.
11. September 16, 1936; Regulations for use of portable bleachers:
12. December 22, 1936; Special meeting Donation of Trust Fund to City for Page Park from Dewitt Page.
13. December 16, 1936; Thickness of ice for ice skating on the park lagoons.
14. July 21, 1937; Regulation regarding dressing or undressing in parks/playgrounds.
15. May 18, 1938; Archery prohibited on Park Property.
16. October 18, 1939; Park Rules and Regulation.
17. May 16, 1944; City Junior Baseball League Rules.
18. April 18, 1944; Start of Pony League.
19. April 20, 1944; Facility Rentals of Muzzy Field.
20. May 16, 1944; Opinion from Corporation Counsel regarding transferring to Police Board.
21. December 16, 1947; Voted that all renting of Park Property be done by the Board.
22. February 20, 1951; Investment policy motion for Page.
23. February 20, 1951; Lease the Page Pool concession for a period of two years on a bid basis.
24. February 29, 1951; Page Pool Concession on a two year bid basis.
25. April 17, 1951; Legal notice concerning Page Pool concession lease.

26. May 15, 1951; The washing, cleaning, and repairing of cars in the parks be forbidden, and the Superintendent be authorized to place signs so designating this.
27. March 24, 1953, Vol. 6, Pg. 220; "Park Ordinance that states it must be of a permanent structure" (regarding plaques on the Boulevard).
28. August 18, 1953, Vol. 7, page 2, No baseball allowed.
29. May 18, 1954, Muzzy Field fees for out-of-town teams.
30. **February 15, 1955; Fee scale basis for rentals.**
31. February 21, 1956, Page 74, Corporation Counsel submits report regarding disposition of Brackett Playground.
32. March 20, 1956, Flat rate fee schedule for usage of Muzzy Field.
33. March 26, 1957; Picnic grounds road made one way. Issue permits for parking and charge out-of-towners a fee.
34. February 25, 1958; City Departments offer complete co-operation during emergency storms.
35. May 27, 1958 Board favors restrictions of Page and Rockwell for use by out-of-town guests.
36. July 15, 1958; Approves appointing Park Police as special officers.
37. July 15, 1958; Ruling on restrictions of Page and Rockwell.
38. November 18, 1958; Per Corporation Counsel Attorney Lois F. Hanrahan relative to permitting traveling concessionaires into our parks. There are absolutely no obstacles regarding Page Park other that that the Park Board may enter into a Concession Agreement for the period of time involved.
39. March 17, 1959; Public is liable for damage caused to park property.
40. August 15, 1961, September 19, 1961; Contract for rental of Muzzy Field
41. January 19, 1960; Required thickness of ice changed to 5".
42. June 20, 1961; The Park Department limits its use of barriers solely to the municipal departments.
43. **August 14, 1963; Muzzy Field Rules and Regulations regarding use of alcohol and 11:30 curfew.**
44. July 21, 1964; Page Pool and Park restricted for residents only, signs to be posted.
45. July 21, 1964; It was ruled that the 10:00 P. M. curfew for the closing of the parks be maintained.
46. February 17, 1966; Allow advertising on the Muzzy Field fence with the stipulation that the Park Department have jurisdiction over the type of advertising that will be displayed and giving Bristol merchants and advertisers preference.
47. **May 27, 1968; Muzzy Field Fee Proposal.**
48. May 27, 1968; Park Board adopts Resolution on acquisition of Pine Lake Area for Recreational uses.
49. Fee Schedules March 25, 1947; May 8, 1954; March 26, 1957; May 27, 1968.

50. April 15, 1969; The City of Bristol has created a Board of Park Commissioners as authority by Section 7-148 of the Connecticut General Statutes Annotated. Under Section 43, entitled Park Department, of the City Charter, there is no specific power granted to any particular body to name parks. However, the Board of Park Commissioners has the obligation to oversee the operation of the entire park system of the City of Bristol. Under Section 43(L), the City Council is required to pass on the acquisition of parkland in conjunction and cooperation with the Board of Park Commissioners. This particular area is the sole field where the Park Commissioners do not act independently regarding park matters. In all other policy-making decisions concerning the parks, the Board of Park Commissioners has the first and last say.
51. April 18, 1972; It was voted to extend the curfew at Page Park from 10:00 PM to 11:00 PM on a trial basis until the May 16<sup>th</sup> meeting of the Park Board with the further stipulation that no vehicles will be allowed in the park after 10:00 PM.
52. **March 22, 1977; Motion carried to consider, individually, each request for the use of Muzzy Field, at no cost.**
53. September 20, 1977 page 294; Skateboarding prohibited on Park properties by vote of Park Board.
54. June 19, 1979; City Council voted to place Quinlan Park in Forestville under the jurisdiction of the Park Department.
55. November 18, 1980; Users of the locker rooms at Muzzy Field be responsible for any damages that incur, and that the Superintendent make a request for payment of these damages retroactive to this date.
56. February 17, 1981; The Board's policy has been to not involve our programming with profit making private enterprises.
57. June 21, 1989; Motion carried to confirm the closing of neighborhood parks from dusk to dawn, with the exception of Page and Rockwell Parks, which will close at 11:00 PM.
58. August 16, 1989; The Board of Park Commissioner will consider acceptance of land which may be beneficial to the Park and Recreational needs of the City providing that there are funds available for adequate maintenance.
59. May 20, 1998; Motion to create No-Smoking in the enclosed areas now as a regulation until the ordinance takes effect.
60. August 20, 2003; Letter from Corporation Counsel regarding Page Park Concession: In short, contracts for concessions do not have to go out to bid. The Purchasing Agent has authority to exempt and approval of the Board of Park Commissioners must authorize the Mayor to sign the agreement.
61. November 11, 2003; There should be an equipment replacement schedule in place that may be added in the budget process.
62. October 18, 2006; Final wording from Corporation Counsel and approved for lease agreements for non-profit organizations.
63. February 21, 2007; Boundary Agreement signed on May 14, 2007 between the City and Ferraro Family LLC for Brackett Park property.

- 64.** March 21, 2007; Renamed Hoppers/Birge Pond Area to Hoppers/Birge Pond Nature Preserve.
- 65.** April 18, 2007; Pesticide-free zone for Veterans Memorial Boulevard Park.
- 66.** May 16, 2007; Federal Hill Green – only instructional ball play allowed.
- 67.** September 19, 2007; Code of Ethics added; criteria for future property acquisitions added and changes to Banners/Plaques/Signs section made on 9/20/06 officially approved by Board of Park Commissioners.
- 68.** October 19, 2007; At the Hoppers/Birge Pond Nature Preserve, mountain bicycles not allowed.

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## **Appendix J: Pool Rules**

Proper swimming attire must be worn in the pool. Proper attire is subject to lifeguard's discretion. Bathing Suits only. No athletic shorts or cotton t-shirts. Rash guards are allowed only if properly fitted.

1. Non-disposable swimming diapers are required for all children who are not potty trained.
2. All patrons need to check into the facility prior to entering the pool. Pool schedule is subject to change. All patrons must be out of the building no later than 15 minutes after closing.
3. Children under 11 years of age must be accompanied in the building by a parent or adult at least 18 years of age. Children under the age of 8 must be accompanied in the water by an adult at all times. No exceptions.
4. Per public health code, all persons must shower before entering the pool. Any person known or suspected of having a communicable disease shall not use the pool. Spitting, urinating, or blowing the nose in the pool is prohibited.
5. The pool is not to be used unless there is a lifeguard on duty.
6. Please be aware that management reserves the right to close a pool at any time for weather-related concerns, thunder or lightning, fecal incidents, vomit in the pool or any chemistry-related issues, etc.
7. Breath-holding games or similar activities are prohibited.
8. Use of flotation equipment is limited to supervised classes and adults. Children will not be allowed to use flotation belts, face masks, snorkels, fins, water wings, inflatables, beach balls, kickboards, noodles, goggles with nose pieces, life jackets, and other equipment during open swim sessions. Pull buoys, kick boards, and class equipment may be used for lap swimming with permission of the lifeguard on duty.
9. Any activity that may endanger patron safety or the facility including running, "horseplay", hanging on the lane lines, ladders or stairs, or improper use of equipment, is not allowed. Threatening, harassing, or bullying behavior will not be tolerated on premise and are grounds for immediate dismissal from the facility.
10. Food and/or glass containers are not allowed in the pool or locker room areas. Plastic beverage bottles may be used on the pool deck. Patrons must clean up all trash they bring into the facility.
11. Diving is prohibited in water less than 4 feet deep. Only shallow water dives are permitted into water less than 8 feet deep. While using the diving board: only front dives are allowed. No back dives, inwards, flips, or trick jumps/dives are permitted.
12. Use of starting blocks is only allowed with lifeguard's permission.
13. Tobacco, narcotics, vapor, and alcohol products of any kind are not allowed in the facility or on facility grounds.
14. Bandages, bobby pins, or chewing gum are not to be used in the pool.
15. Visiting with or distracting lifeguards on duty is prohibited.

16. Young children and handicapped adults must be accompanied by someone able to assist them in dressing/undressing, showering, and entering/exiting the pool. For safety reasons, staff are prohibited from leaving their posts to assist with these functions.
17. Children under the age of six are permitted to use either locker room with adult supervision. Children six and older must use their gender-appropriate locker rooms. Private locker room space is available, please ask a staff member for assistance.
18. BPRD reserves the right to schedule swim lessons, swim meets, team practices, special events, and to limit swimmer and spectator capacity for health and safety reasons as needed.
19. Private swim lessons or group classes are not allowed at any time unless it is a BPRD sanctioned program. Furthermore, outside entities/groups wishing to use the facility as a group must adhere to additional policies and/or fees. More information can be obtained from the Aquatic Supervisor.
20. Use of any media devices, including but not limited to: cameras, video recorders, and cell phones are strictly prohibited in all restrooms and locker rooms. Furthermore, regarding electronic devices: safety first, please keep a constant eye on your child and do not become distracted from supervising your child.
21. BPRD is not responsible for lost or stolen items. If locks are used, they must be removed by the end of each business day or they will be cut off.
22. All injuries occurring on premise must be immediately reported to a staff member or lifeguard on duty.
23. Spectators must remain in the bleacher area. For health and sanitation reasons, street shoes may not be worn on the pool deck.

Enforcement of rules is subject to Lifeguard's discretion. Rules are subject to change without prior written notice. Management reserves the right to eject anyone who fails to comply with these safety rules. Refunds on admission fees will not be given.