



BOE School Fields Maintenance and Management Plan (Adopted May 2023)

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

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

Due to the varied conditions of the BOE school fields (*Appendix B*) and limited resources we are adopting a multi-year phased approach (*Appendix A*). The phased approach reflects the expected level of care to be provided based on available resources and resources to be requested from the city. The plan also calls for a re-organization of existing Parks, Grounds and Facilities staff into two teams supported by the Parks, Grounds and Facilities Supervisor and an Athletics and Ballfields Supervisor (*Appendix C*). The re-organization creates specialized tracks that leverages staff expertise in the various areas of parks maintenance.

Review Process: This plan shall be reviewed on an annual basis by department personnel and the Board of Park Commissioners. Financial requests for additional personnel and equipment shall be made through the city's fiscal year budgeting process with endorsement from appropriate boards and commissions.

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

Years	Level of Care/Service	Required Resources
<p>Year 1 (2023)</p> <p><i>Effective July 1, 2023</i></p>	<ul style="list-style-type: none"> • Scheduling and permitting of elementary school, middle school, and BAIMS field • Maintenance of ballfield (<i>in-field only</i>) for priority middle school fields • Maintenance of BAIMS field • Provide consultation to BOE staff in relation to best practices for other fields when feasible 	<ul style="list-style-type: none"> • General ballfield maintenance materials (i.e. Clay, paint) provided by the BOE • BOE outdoor workers to continue to cut fields and support the work of Parks when needed • (1) additional ABI machine w/attachments estimated at \$38,000.00 • (1) sod cutter estimated at \$5,200.00 • (1) additional FTE Park Maintainer • Creation of an Athletics and Ballfields Supervisor position to oversee the expanded responsibilities
<p>Years</p>	<p>Expanded Level of Care/Service includes all items above but adds:</p>	<p>Additional Required Resources</p>
<p>Year 2-3 (2024-2025)</p>	<ul style="list-style-type: none"> • Expanded maintenance of additional ballfields for priority middle school fields • Rebuild and maintain 1-2 priority elementary school fields • Scheduling and permitting of elementary and middle school soccer fields 	<ul style="list-style-type: none"> • Ballfield maintenance materials line item transferred from BOE to the Parks budget • Additional funding for materials to rebuild 1-2 fields • (2) additional FTE Park Maintainers
<p>Year 4-5+ (2026-2027+)</p>	<ul style="list-style-type: none"> • Scheduling and permitting of High School fields and turf • Integration of care of all school grounds 	<ul style="list-style-type: none"> • Flowers contract is terminated with appropriate funds transitioned to Parks Budget • Additional equipment to supplement Flowers machines • (3) additional FTE Park Maintainers

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Appendix B: BOE School Field Inventory and Current Conditions

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

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

Scoring Criteria

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

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Appendix C: Proposed Re-Organizational Changes

The Parks, Grounds and Facilities Maintenance crew will continue to report to the Rockwell Maintenance Building. Staff will be re-organized into specialized tracks in either **parks, grounds and facilities** care or **ballfields and athletics**. The chart below reflects a high level overview of focus areas for each team. Each team will be managed by a parks supervisor.

Table 1. Overview of Focus Areas

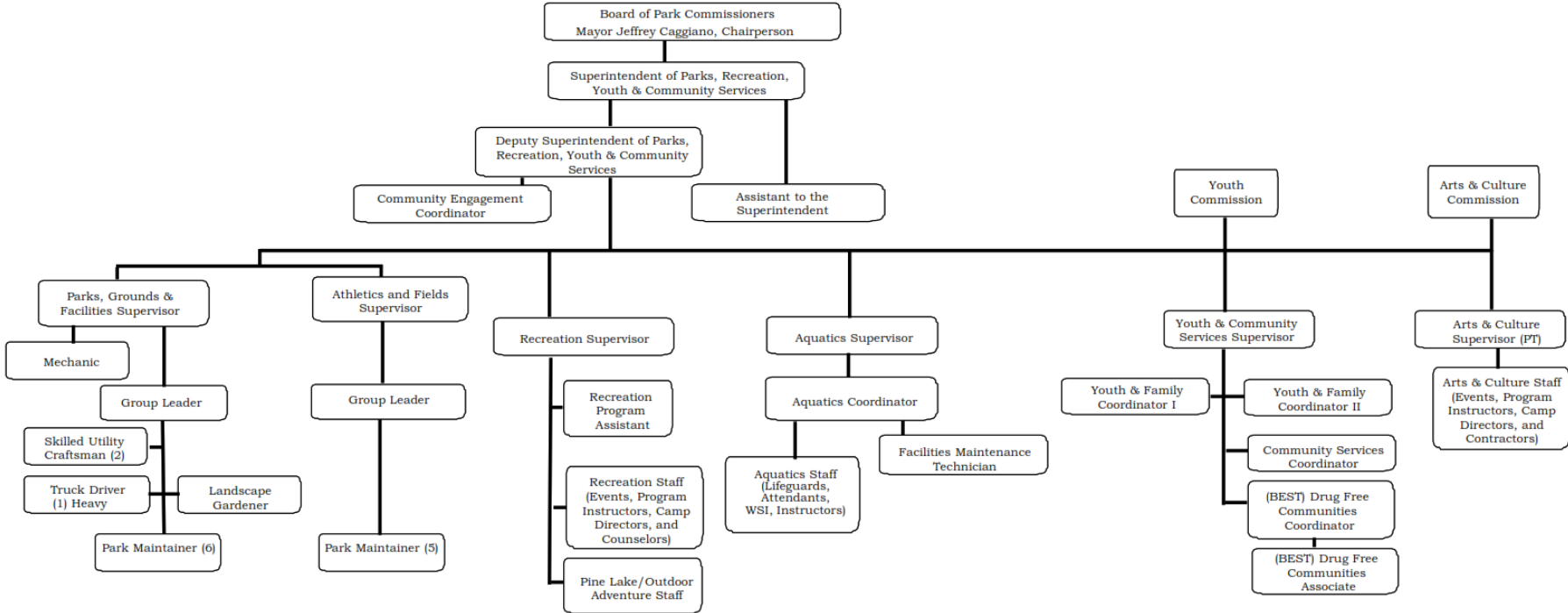
Parks, Grounds & Facilities Supervisor	Athletics & Ballfields Supervisor
<ul style="list-style-type: none"> • Care and maintenance of all park grounds (non-ball fields); mowing, plowing, and tree care. • Care for all recreational amenities including splash parks, playgrounds, pavilions • Responsible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

Table 2. Overview of Team Breakdowns

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

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Appendix D: Updated BPRYCS Organization Chart



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