

BRISTOL PARKS AND RECREATION COMMISSION MEETING – MINUTES FEBRUARY 1, 2010

COMMISSIONERS PRESENT: Gordon Benner, Cerina Leeman, and Paul Tierney

ALSO PRESENT: Dr. Donna Minnis, Joyce Thompson, and Laurie Chandler

Gordon called the meeting to order at 6:03 p.m.

PEMAQUID WATERSHED ASSOCIATION: Donna shared some of PWA's plans for the coming year. The 2010 Coastal Cleanup will be held on Sat., Sept. 18. PWA plans to include the local Girl Scouts in the clean up and have them make a poster display of some of the trash that is collected, including information on the number of years it would take for the trash to degrade. PWA would like to display this poster in the breezeway of the beach building. Donna also distributed a report on the nature center visitation and program attendance for 2009. There were over 2,000 visitors last year. PWA has an Americorps volunteer who will staff the nature center from mid-July through August, probably for 4 or 5 days per week. PWA hopes to continue to provide the same level of programming as in past years. On a motion by Paul, seconded by Cerina, the commissioners unanimously voted to continue to have Bristol Parks staff fill the touch tank for PWA and to provide space in the breezeway for the Coastal Cleanup poster. Gordon will let Donna know the dimensions of available space for the poster. PWA may also be interested in holding programs in the Learning Center; the rates for use by non-profits and the insurance requirements are on the Bristol Parks website. A new PWA preserve, a strip of sandy beach off of Moxie Cove Road, has been named the Moxie Cove Preserve, at the request of the donors.

PWA MEMORANDUM OF UNDERSTANDING: PWA would like to readdress the writing of a Memorandum of Understanding between Bristol Parks and PWA. The last such document was written in conjunction with a grant application in 2003. Subsequently, the minutes of a Nov. 2007 Bristol Parks meeting indicate that the intent was to rewrite this document. After discussion, the commissioners asked Donna to prepare a new draft Memorandum of Understanding between the two parties.

MINUTES: On a motion by Paul, seconded by Cerina, the minutes from the January 18 meeting were unanimously accepted as written.

FINANCIAL REPORT: For the month of January, income was \$1,988.00 and expenses were \$6,875.78. The commissioners discussed combining expenses from the beach and lighthouse for future budget reports, although Cerina will still continue to track some categories separately for reference. Cerina has prepared a written report for the budget committee presentation, which she gave to Gordon for review and which she will add to for use in the annual town report. The reserve fund is being opened this week.

OLDE BRISTOL DAYS: Joyce Thompson attended the meeting to discuss plans for Olde Bristol Days. She and Jenny Pendleton will no longer be organizing this event and Kris Poland has recommended that Bristol Parks consider taking on this responsibility. Joyce and Jenny would be available to share their experience and have very good records of what has been done in past years. Joyce went on to summarize some of the major tasks, including planning the music and fireworks, the parade, ordering and selling the t-shirts, organizing the food and crafts, security, and publicity. The boat races would not be the commissioners' responsibility and the fire department handles the road race. The group discussed the complexity of charging a parking fee at the fort, which needs to be waived for restaurant patrons, boat owners, and worshippers at the ecumenical service. OBD is always held the second full weekend in August (including Friday) and this year will be Aug. 13 to 15. In 2009, the budget for OBD was decreased from \$7,500 to \$5,000. On a motion by Cerina, seconded by Paul, the commissioners unanimously agreed that Bristol Parks would plan and organize Olde Bristol Days in 2010.

WEDDING COORDINATOR: Gordon recommended raising the wedding coordinator's salary by \$120 annually, to a total of \$720 per year. The commissioners discussed the issue, with Paul suggesting that Melanie prepare a monthly report, as well as an annual one. On a motion by Cerina, seconded by Gordon, the commissioners unanimously approved a raise for the wedding coordinator of \$10 per month (\$120 per year) and will ask her to track her hours and to prepare a monthly status report of weddings and events.

GROUNDS REPORT: Gordon is getting a quote on new windows for the Rock Schoolhouse. He also plans to price new fencing for the lighthouse. The sagging fencing is currently a safety hazard. The Pemaquid Group of Artists will attend the selectmen's meeting on Feb. 24. The commissioners then discussed displaying and selling merchandise to support the Learning Center, including possible new t-shirt designs, which Cerina offered to work on. It was also agreed to purchase two cash registers, for the rental area at the beach and the Learning Center. The first planning meeting for Olde Bristol Days was set for Feb. 25 at 6:00 p.m. and will be published in an article in the newspaper. Each of the commissioners will draft a job description of their responsibilities.

The next meeting will be held on Monday, Feb. 15 at 6:00 p.m. at the Bristol Town Office.

The meeting was adjourned at 7:22 p.m.

Respectfully submitted, Laurie Chandler, Secretary