

**Bristol Parks & Recreation  
Ellingwood Information Center  
November 6, 2018**

*Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan*

*Also present: Lara Sargent, Seth Fletcher, Pat Porter, Chuck Hanson, Meredith Fossett*

*Meeting called to order at 6:04 P.M. with the Pledge of Allegiance.*

**Minutes:**

Mahan made a motion to approve the minutes from October 16<sup>th</sup>, Lane seconded, and motion carried.

**Staff Presentation:**

Seth Fletcher attended the meeting to present an idea to help promote Bristol Parks. He would like to create a Bristol Parks YouTube Channel and make a variety of videos to be available on this channel. The videos would be about the Parks but also about the local area. He also presented ideas for Facebook and merchandising. Bristol Parks would benefit from a YouTube channel because it would be informative and educational but would also help attract visitors to the area. Having an improved online presence through both Facebook and YouTube will help keep people informed about what Bristol has to offer and provide more opportunity for Bristol Parks to sell merchandise. The Parks Commission thought Seth presented great ideas to help market Bristol Parks. Pendleton made a motion to allocate 10 hours a week, for 7 weeks, for Fletcher to begin developing a YouTube channel, developing a Facebook Page and developing an improved merchandising plan. Mahan seconded, and motion carried. The Parks Commission will evaluate this project at the end of December 2018 and decide if it should continue and if the number of hours per week should be adjusted.

**Maintenance Easement:**

An abutting homeowner to the Pemaquid Beach Park approached the Parks Department about landscaping the area between his house and the beach property. Pendleton, Sargent and John Tilton met with the homeowner to discuss. The area to be landscaped is on the beach property and might require a maintenance easement. The Commission requested further research into legalities before voting.

**Recent Donations:**

Parks recently received a donation from The Fishermen's Museum for \$1,856.09. Both the number of visitors and donations increased at the Fishermen's Museum since 2017. Parks also received a donation from a triathlon participant who was so appreciative for the opportunity her family was given to compete in the triathlon that she donated \$500 toward the Pemaquid Beach Playground. Pendleton made a motion to put the \$500 into the playground fund, Mahan seconded, and motion carried.

**Mobius/Foster programs:**

Sargent has been in contact with Rebecca Emmons from Mobius and gotten feedback about ADA updates to Pemaquid Beach Park as part of the planning of the new pavilion. Her input has been invaluable in determining things to consider and include. Sargent had recently been approached by Jim Hatch from Adoptive and Foster Families of Maine (AFFM) about Parks taking part in the Discount program they offer. Currently, their foster families have a discount card that is used at various businesses in the state of Maine. Discounted admission to the parks will be further discussed at a future meeting.

**Beach Pavilion Stakeholders Meeting:**

The architects and Park Commission will gather together a group of people to discuss the Beach Pavilion Replacement project and get feedback. The Commission discussed potential community members to include and will reach out to find out if they are interested in participating. The suggested meeting date is Tuesday 11/27 and Sargent will check the availability and confirm.

**Lighthouse Inspection:**

The Park Commission discussed getting a home inspection done on the Lighthouse Keeper's House. With the current upgrades being considered, it is wise to have an inspector check out the full condition of the building to help steer the progression and direction of the upgrades. Sargent received a quote from a highly recommended inspector for an inspection for \$350. Mahan made a motion to have the inspection done on the lighthouse, Lane seconded, and motion carried.

**Veterans Day:**

The Veterans Memorial Advisory Committee will be hosting a Veterans Celebration at Ellingwood Park Information Center on Monday 11/12/18 from 8-1. Refreshments will be provided. Community members will be donating or making food for the event. Sargent asked if the Parks Department would be willing to purchase chips and coffee supplies to donate to the event and the Commissioners agreed.

**Holiday Planning:**

The Parks Commission discussed the upcoming Holiday Decorating Contest which will benefit the Veterans Memorial Riverwalk this year. Sargent has approached a few local businesses about donating to the gift basket prizes but will continue to seek out other prizes to fill the gift baskets. Sargent will advertise the contest starting next week. The Commission discussed purchasing six wreaths this year from Eastern Star to be hung in the parks.

**Learning Center series:**

Pat Porter had asked to reserve the Learning Center for a historical lecture series in 2019. Mahan made a motion to sponsor this series, Lane seconded, and motion carried.

**Lighthouse Memorial Plaque Update:**

Sargent obtained two other quotes for bronze plaques and they both came back around \$2,500. None of the proofs obtained so far have been approved. Fossett suggested trying Collette Monuments for a quote so Sargent will contact them and bring their info to the next Parks Commission meeting.

**Town Meeting Review:**

The Commission agreed that the few negative comments about residents not being involved with the project were unwarranted because, as the timeline showed, Parks is at the very beginning of the project so the time for community input only just begun. The beach pavilion project has been discussed in press releases and at many public Park Commission and Selectmen meetings since the summer. The Park Commission encourages residents who want to be involved to accept their civic responsibility and attend these public meetings, so their voices can be heard. The Parks Commission will continue to seek community involvement in this project with the next step being a session involving stakeholders.

**Public Comments:**

Meredith Fossett discussed the need to have Lighthouse Park brochures in different languages. She noticed the need while working at the park this past season. She offered to bring the current brochure to Lincoln Academy to see if students would want to convert the brochure to different languages. Meredith brought up the idea of having a trunk-or-treat in the Parks someday. The Commission will consider the idea for next year.

Chuck Hanson asked the Parks Commission to be thinking about capital projects for 2019 as budget season approaches.

Pendleton made a motion to end the meeting at 9:13, Mahan seconded, and motion carried.

**Meeting adjourned** at 9:13 p.m.