

**Bristol Parks & Recreation
Ellingwood Information Center
February 4, 2020**

Commissioners present: Clyde Pendleton, Laurie Mahan

Also present: Lara Sargent, Bill Brewer, Pat Porter, Chuck Hanson, Rob Davidson

Meeting called to order at 6:05 P.M. with the Pledge of Allegiance.

Minutes:

Laurie made a motion to approve the minutes from the January 21st meeting, Clyde seconded, and motion carried. Clyde made a motion to approve the minutes from the January 28th meeting, Laurie seconded, and motion carried.

Parks Audit Discussion:

Bill Brewer, the town's auditor, attended to discuss the Park's audit and 2020 Budget. Bill started out by discussing the start of year cash for Parks being \$267,005.05. He distributed his calculations to the group and stated that the Parks Commission is providing good oversight since their calculations were very close to the audit calculations. The issue of funding the balance of the Beach Pavilion was discussed. Bill had talked with Chris Hall previously about the Town taking out a line of credit for both town projects and the pavilion. Rob stated that he doesn't believe a line of credit is needed for Parks. Bill explained that a line of credit to a municipality can be done without going through a bonding process that requires a bonding fee between \$3500-\$5000. A line of credit would only cost around \$35 to set up. The group discussed that a line of credit provides a safety net if money is needed to finish the project. Bill felt that asking for a \$50,000 line of credit is a good amount. There wouldn't be a pre-payment penalty on this type of loan. Bill suggested that for the 2020 budget, to put an expense line for the Beach Pavilion Line of Credit payments for \$11,500 and a revenue line that says Reimbursement for Lighthouse Park expenses for \$30,000. This would cover the question about how to pay for the line of credit payments. Chuck asked Bill about the depreciation report and Bill said there was a loss of \$13,242.37. Bill explained that when Parks puts money into the capital reserves (\$30,000 for 2020 budget) they are essentially funding replacement of property, plant and equipment. Bill emphasized that Parks is doing their due diligence with the oversight of Parks finances. Clyde asked if there is anything financially that Parks can be doing better. Bill said Parks is doing very well and the weakest issue would be accounting for all the cash being taken in at the ticket booths. The group discussed the measures in place already and installing security cameras in the future.

Weddings:

A few wedding questions have come up recently that Lara addressed with the Commissioners. A party that was interested in having a wedding and reception at Lighthouse Park wondered if a caterer and/or DJ could set up outside rather than in the Learning Center. Lara asked the Commissioners if tents were allowed and if there were any rules about music or catering being held outside. The Commissioners thought that if the caterer and music happened after hours it would fine to be outside but not if the park was open because it would affect paying visitors. Lara will deal with questions about tents as they arise since no tents could be set up ahead of time when the Park is open. Lara also asked if there should be a charge to rent the tables, like there is to rent the chairs for the ceremonies. The Commissioners agreed that this was a good idea. Clyde made a motion to charge \$5 for a table rental fee, Laurie seconded, and motion carried. Clyde mentioned that building an addition on to the Learning Center to store the tables and chairs is an option that would make the space more usable.

Beach Pavilion Update:

Clyde provided an update on the beach pavilion construction. Today Clyde, Lara and the builders met with someone from a company that makes/sells hood systems for the snack shack equipment. He thought the hood system would be about \$10,000 which is what was expected. The other thing discussed was the lighting that was designed for the pavilion, which is mostly hang down, pendulum lights. The builder felt that these types of

lights would not be sufficient. They suggested LED, track lighting instead. An outside faucet was discussed, because the Commissioners had decided to put one by the rental space so staff could rinse the sand off the rental supplies (toys, boogie boards, etc.). This was not evident on the plans, but should have been, so the builders took note to be sure it was added. Clyde talked about the meeting with Colby and Gale about the propane tanks. Two 100-gallon propane tanks would be installed on the back side of the snack shack and the lines would be buried around the outside of the building rather than having to be run inside through the rafters. Lara will ask the builder to record these buried propane lines on the master plan so there will be a record of where these are located.

The finances for the project were discussed and the Commissioners decided that Parks should ask for a \$50,000 line of credit to help finish this beach pavilion project. Clyde made a motion to put a request for a \$50,000 line of credit in the warrant at the town meeting, Laurie seconded, and motion carried.

Executive Session:

The Commission went into Executive session MRSA 405(6A) at 8:25 to discuss staff issues. Executive session ended at 8:47.

Public Comments:

Pat announced that the person who normally does security at Olde Bristol Days will no longer be doing it, so the town is looking for someone to fill this role.

Clyde made a motion to end the meeting at 8:47, Laurie seconded, and motion carried.

Meeting adjourned at 8:47 p.m.