

**Bristol Parks & Recreation**  
**Ellingwood Information Center**  
**April 21, 2020**

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

*Also present: Lara Sargent*

*Meeting called to order at 6:03 P.M. with the Pledge of Allegiance.*

**Minutes:**

Laurie made a motion to approve the minutes from the March 24<sup>th</sup> meeting, Sandra seconded, and motion carried.

**Lighthouse Security Cameras:**

A quote for security cameras from Amazon was presented to the Commissioners from a staff member who is willing to do the installation. The cost is \$550 for four cameras but the system could support up to eight cameras. This system also provides a “vivid display even when you digitally zoom in”. It provides continuous recordings with remote access and playback. The group discussed the placement of the cameras. Questions to ask: 1) Are there wireless ones? 2) Would a network extender allow one to be in the booth? 3) Can they remotely be moved to look around? 4) Could a separate system of two cameras be in the booth?

**Online Merchandise:**

A staff member, who previously designed Parks shirts to be sold, has researched an online company that would print, sell and ship shirts by order. This would allow Parks to sell merchandise online with very little effort involved. A PayPal account is needed for this so Lara had communicated with PayPal about options that did not include providing any bank account info. It was determined that Parks could provide a credit card for PayPal to use for any fees to be charged and then PayPal could send checks directly to Parks, when requested, for the revenue. The Commissioners looked at the different shirt designs and picked which ones to start with. Laurie put a post on Facebook asking people to send in ideas for designs.

**Vending Machines:**

Lara spoke with the Coke representative about getting a second vending machine at Lighthouse Park and getting a new vending machine at Pemaquid Beach Park. He will meet Lara at the beach to see the new location so he can determine the best vending machine to provide. He also provided contact information for Mainely Venders which is a company that could provide other types of vending machines at Lighthouse Park, such as one with food and one with hot beverages (coffee, hot chocolate, etc.). These types of vending machines could be in the Learning Center if the chairs/tables could be stored elsewhere. Clyde mentioned getting a trailer that could store the tables/chairs that could be easily brought to the beach for weddings. Laurie suggested to put the location of vending machines in the brochure.

**Staffing:**

The maintenance crew will be starting on Monday April 27<sup>th</sup>. Clyde, Lara, and Sean Hunter will meet them at the Lighthouse to discuss COVID-19 procedures/precautions and tasks to be done. Since the BLS Safety training is not required this year, Lara will provide an outline of safety procedures for all staff that includes the added COVID-19 procedures/precautions. For staff members with email addresses, Lara will send them the outline and a link to the various videos such as Bloodborne Pathogen training, Chainsaw Safety (for maintenance), Global Harmonization and possibly others. Clyde mentioned requiring masks. Initial tasks for the maintenance crew were discussed. Sean already brought the mowers to be serviced and the Commission really appreciated this. Picnic tables need to be put out and signage need to be put up. Supplies that are stored in the Fishermen’s Museum need to be put in the shed after the picnic tables are put out and then the Fishermen’s Museum can be cleaned. The Learning Center, Art Gallery and booth will all need to be cleaned. The speed bumps will need to be put out. One of the benches at the lighthouse needs to be moved so that Flying Santa has easy access when landing. The smaller trash cans stored in the restrooms will need to be put out. The lattice work on the keeper’s house will need to be painted and possibly some of the foundation. Once all supplies are in the shed/garage, an inventory of supplies should be done to determine what needs to be ordered. The floor in the ticket booth needs to be taken up. Ellingwood grounds can be raked, cleaned up of sticks/acorns and mowed. Moxie cove will need

either a new picnic table or the current one fixed because there is some rot. It also needs some of the mud ruts fixed after the floats are gone. The Rock Schoolhouse can be swept, and the windows cleaned. Hanna Landing can be cleaned up after the floats are gone. There is inside painting to be done at the pavilion and the concrete can be sealed. The safe at the beach will need to be put in the office. Racks for the rental will need to be built. Mowing will start as soon as needed. A time clock will be brought to the garage at the beach since the crew will not be working normal forty-hour weeks. A time clock will help keep track of the unusual hours worked each week.

#### **Float Hauler Contract:**

A contract for the Float Haulers to sign regarding the future placement of floats was presented to the Commissioners. They thought it looked good and made a slight change to the wording of the letter. Lara will run the letter/contract by Chris Hall.

#### **Lighthouse Painting Update:**

An overview of the potential bidders for the Lighthouse painting was presented to the Commissioners. Sherwin-Williams has agreed to provide a 50% discount for the paint, and they provided a spec for the project that Lara forwarded to the interested parties. Parks will purchase the paint and the bidders will bid on the labor only. Bids are due May 4<sup>th</sup> and the Commissioners will open the bids at the May 5<sup>th</sup> Park Commission meeting and decide on a painter.

#### **Beach Pavilion Update:**

The pavilion construction is nearing the end. The floor of the covered eating area is poured, and the shingling is almost done. The walkway is partially poured with only a few spots left to be done on Thursday. The toilets, urinals and sinks are installed. The partitions need to be installed, and the pergola needs to be built and the group discussed staining it to match the beams in the covered eating area. The group decided to put the new donation box under the window where visitors pay. Getting a large storage container was discussed for storing the Gator or tractor and blocking the access path. Clyde suggested asking Neal about taking over the one he is using at the beach. Laurie made a motion to either get a storage container or take over the one that is currently there for the construction, Sandra seconded, and motion carried.

#### **Public Comments:**

**Meeting adjourned** at 8:32 p.m.