

**Bristol Parks & Recreation  
Ellingwood Information Center  
July 17, 2018**

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

*Also present: Lara Sargent, Jessica Picard, Chuck Hanson, Terry Lowd, Chad Hanna*

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

**Minutes:**

Pendleton made a motion to approve the minutes from July 10th, Mahan seconded, and motion carried.

**Beach Pavilion Project:**

The Commissioners asked the Selectmen to attend the Parks meeting to discuss the new beach pavilion project. Pendleton asked if the money should be under Parks Capital Reserves and Hanna agreed that it should be tied to Parks. The concerns were the availability of the anonymous donation and the timing of the town vote. The Commissioners wanted clarity on when this money would be available. Hanna indicated that the remaining money will be put in the account soon. Another concern was when the town vote would occur. If the town vote occurred after some of the donation money was spent, the Commission felt this would put the donor's money at risk. Lane asked what would happen if the town voted it down and Hanna indicated that if the project stayed within Parks budget and didn't cost any taxpayer dollars then it wouldn't be an issue. Mahan asked for something in writing from the donor explaining the conditions of the donation. Hanna mentioned the option of having a design firm instead of an architect, but this would require a contractor to be involved. He also mentioned the idea of asking an architect to do just the design of the building and then the Commission could hire a contractor to see it through. The group discussed the value of communicating the condition of the current building to the public and then involving the community throughout this project. Mahan asked Hanna when Parks will have administrative rights to the Beach Facebook page. Parks paid for these rights last year but only got the rights to the Lighthouse Facebook page and are still waiting for the Beach page. Mahan stated that Parks could be using this page to promote the beach and the new pavilion, and it should have been turned over to Parks last year with the Lighthouse page.

**New Staff Raises:**

The Commission went into executive session at 8:30 to discuss new employees who are eligible for the new hire raises.

**Lighthouse Park Fence:**

A volunteer group doing community service in the area from the Presbyterian Church of Basking Ridge (from NJ) has offered to paint the fence at Lighthouse Park. Hancock Lumber gave Bristol Parks a significant discount on the materials, so the entire fence will be painted for about \$180. The group is scheduled to start painting on 7/19 with a group of 6 teenagers and 2 adults.

**Beach Driveway:**

An issue has arisen with an abutting property owner at the beach who installed an access road onto the beach entrance driveway. The Code Enforcement Officer agrees it cannot be there and has left multiple messages with the homeowner. Sargent called MMA to ask if anyone using this access to the beach property would be covered by insurance if injured and is waiting for a response. Hanna suggested having the town attorney send a letter to the homeowner telling them they must remove the driveway asap.

**Veterans Memorial:**

The Veterans Memorial Committee would like to put in a Veterans Memorial at Ellingwood Park. The Parks Commission is in support of this project and likes the idea of having a memorial path go through Ellingwood

Park. Pendleton made a motion to bring the idea to the Selectmen to have them approve this memorial, Mahan seconded, Lane abstained, and motion carried.

**Memorials in the Parks:**

Sargent spoke with an engraving company about starting a plaque to honor loved ones in the park. The Commission discussed the wording for this plaque. Once the engraving company has the wording, they will provide a quote for a bronze perpetual plaque that would be drilled and tapped to accept the add on plates that would be ordered as needed. The Commissioners checked out benches for one donor that wanted to purchase a bench to replace the one that was stolen.

**Triathlon Update:**

The triathlon has 73 participants currently signed up. The event could still use more kayakers, lifeguards and volunteers.

**Architects:**

The Commission discussed the proposals from the architects and had a few questions. Sargent will contact the architects for some clarification and report back to the Commissioners.

**Public Comments:**

Mahan made a motion to end the meeting at 9:05, Lane seconded, and motion carried.

**Meeting adjourned** at 9:05 p.m.