

**Bristol Parks & Recreation  
Ellingwood Information Center  
July 31, 2018**

*Commissioners present: Clyde Pendleton, Laurie Mahan, Sandra Lane  
Also present: Lara Sargent, Chris Hall, Wiebke Theodore, Steven Theodore*

*Meeting called to order at 5:55 P.M. with the Pledge of Allegiance.*

**Minutes:**

Pendleton made a motion to approve the minutes from July 17<sup>th</sup>, Lane seconded, and motion carried.

**Architect interview:**

The Commissioners asked Theodore and Theodore to attend a meeting to clarify some questions regarding the process of designing and building the new Beach pavilion.

**Code of Ethics:**

The Commission was given the new Code of Ethics and was very pleased that the town has decided to adopt these standards. Parks feels this is an important and necessary step for the Town of Bristol. The three Commissioners signed the Code of Ethics.

**Lighthouse Keeper's Wife's Garden:**

Sargent spoke with a resident, Mary Stevens, who had planted a Lighthouse Keeper's Wife's Garden by the lighthouse around 2000. This garden has since become overgrown and no longer exists. Mary provided a brochure that listed a key of all the plants and Sargent thought it would be a great idea to try to resurrect this garden. A press release and listing on the town website could ask for donations of specific types of plants that are needed, and they could be added to the garden as the different plants are donated. Pendleton made a motion to resurrect this garden, Mahan seconded, and motion carried

**OBD BBQ:**

The Minnow (Snack Shack at the Beach) will be providing the chicken BBQ on 8/9 for OBD which will include a half chicken, corn on the cob, baked potato and cole slaw. Parks will provide rolls, iced tea/lemonade and blueberry cake as they have in the past. The Minnow will also provide options for people that don't want the chicken BBQ. Parks will also set up a table for donations toward the playground at the beach.

**Team Leader Job Description:**

A job description was created for the team leaders at the Beach and Lighthouse. The Commissioners reviewed and approved.

**Lighthouse Park Fence:**

The volunteers from the Presbyterian Church of Basking Ridge (from NJ) finished painting the fence at the lighthouse and it looks great. They ended up painting two coats of paint and it still only took 2 days. Hancock Lumber's generous discount on the materials was very much appreciated as well. Sargent will send Thank You cards.

**Memorials in the Parks:**

Sargent spoke with the engraving company about the memorial plaque and is waiting for a quote to have this plaque made. There are currently two donors interested in donating two benches that are needed in the park and their loved ones would be the first names listed on the memorial plaque. Sargent confirmed the choice of benches with the Commissioners and the choice of a bike rack since one donor offered to purchase both. The Commissioners decided to purchase two bike racks – one for the Lighthouse and one for the Beach since people

currently must lay their bikes on the ground at both locations.

**Triathlon Update:**

The triathlon has 85 participants currently signed up. The Commissioners looked over the safety plan and discussed tasks that need to be accomplished in the next few weeks.

**Executive Session:**

Pendleton moved that the Commission enter Executive Session pursuant to Maine Revised Statutes Title 1, Section 405. Subsection 6A for the purpose of deliberating on the evaluation of an employee. The Commission came out of Executive Session at 8:57.

**Public Comments:**

Pendleton made a motion to end the meeting at 8:58, Mahan seconded, and motion carried.

**Meeting adjourned** at 8:58 p.m.