

**Bristol Parks & Recreation
Ellingwood Information Center
February 7, 2023**

Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan

Also present: Shelley Gallagher, Pat Porter

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

Minutes:

Clyde made a motion to approve the minutes from the January 17 meeting, approval, Laurie seconded, and motion carried.

New Business

- A. Someone contacted us about possibly having their food truck come set up at the Lighthouse this summer. Overall, the Commissioners all believe it would be a good thing to try to do if we can make it fair for others that also may want to set up, and if we are able to do it while following all health and safety protocols and regulations for food service. Shelley is going to contact a couple of towns that allow food trucks to see how they do it, how they decide who is able to come, where they are able to set up, and what permitting is required. Once we have more information about the regulations, we will have food truck vendors come to a meeting to discuss what their expectations are, how many days they want to do, what type of food they would serve, etc.

Old Business

- A. A few potential merchandise ideas for summer were brought to the Commissioners. It was decided on a tumbler and water bottle each for the Lighthouse and Beach, and beach bags embroidered with Pemaquid Beach to sell. All of the items will also be available at Ellingwood with potentially adding a credit card machine to allow for easier purchasing. Staff shirts were also discussed. Because the Beach has staff walking around on the beach, boardwalk, and parking lot regularly it was decided their shirts will be a neon yellow so they do not have to wear the vests over their shirts. Too often the vests were forgotten, but by making the shirts neon they will always be visible. That visibility will also be good so the patrons can easily identify staff in case their assistance is needed for anything. The Lighthouse will do dry fit polo shirts as being in the gatehouse and museum does not need the visibility.
- B. The budget meeting is set for Feb. 24 at 6:30. Parks is first on the agenda, and Rachel does not expect it to take longer than 20 minutes or so. Our numbers are good and our budget is prepared. The arctic front that came through caused quite a bit of pipe damage at the lighthouse. The low temp alarm did not go off and the pipes froze in the fishermen's museum bathroom. Clyde and Pendleton's worked over the weekend to fix what they could and repair the heater. A new heating oil tank is going to be needed so Shelley will get quotes from a couple of companies. We will also get quotes for adding spray insulation to the outside walls in the basement for added insulation.

- C. As part of the budget, we have a quote for a new tractor that would be affordable with the money already in the tractor sinking fund, the trade in of the old tractor, and the money in the parks reserve account. The new tractor will be a bigger horsepower which will help with the new seaweed machine. The tractor we currently have is the smallest that is allowed for the seaweed machine size we purchased.

Clyde moved to adjourn the meeting at 8:45pm.