

**Bristol Parks & Recreation  
Ellingwood Information Center  
April 4, 2017**

*Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan  
Also present: Chris Hall (for Lisa Peters)*

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

**Minutes:**

Motion to accept the minutes from March 28<sup>th</sup> as presented, carried 2 - 0.

**Amendments to the Agenda:**

Hall presented financial for the quarter ended March 31 as prepared by Lisa Peters, including a cash flow statement, revenue and expense reports, and bank statements for the reserve accounts. (No action – for information only.)

Pendleton pointed out that Commissioner Mahan needed safety training as soon as possible in order to fully participate in the activities of the Commission. Lane agreed to contact Neal Kimball to arrange such training prior to the next meeting of the Commission. Safety training will also be required for all new / returning Parks summer staff.

**New Business:**

- (a) Parks Passes. Supplies will be ordered; a printer will be transferred from the Town Office to Ellingwood to handle printing.
- (b) Beach park fees for buses. Moved Lane and seconded Mahan to adopt the following revised schedule of fees for publication:
  - Vans up to 15 seats: \$30 (unchanged)
  - School buses during school term: \$30 (unchanged; Bristol School buses free)
  - Camp/school buses over 15 seats, during the summer school vacation: \$60
  - Tour buses: \$75 (unchanged)(School/camp bus admission includes children on board age 12-18, driver and up to 3 chaperones.)
- (c) and (d) Job applications for Parks Director and general parks positions were divided between the Commissioners for review.
- (e) Olde Bristol Days. Commissioners are invited to a planning meeting on Friday April 7 at 4 pm in the Town Office.
- (f) Aaron McClure (vendor of photographs) – he will be told that vendors are not welcome at the Lighthouse, but he may submit three of his photographs for sale at the Ellingwood Center for a fee of \$10 a month for the summer months.
- (g) Jenn Hicks, PWA: Pendleton will contact her regarding PWA's spring clean-up day.
- (h) Operations Manual. Hall will start drafting amendments to the Manual to reflect the hire

of the Director, updated fees and laws, and mandates from past Town Meetings. The goal is to adopt and submit the revisions to Selectmen in May.

- (i) Sign at Lighthouse Park – to be changed from \$2 to \$3 – Pendleton will take care of.
- (j) Windows replacement, Lighthouse: Mahan will call the National Park Service regional office to find out what regulations for historical authenticity need to be complied with, as the building is on the National Register of Historic Places.
- (k) Gravel: priority will be Lighthouse Park, then Moxie Cove and Hanna Landing after floats have been put in water. Lane recommended using crushed stone from J. Winchenbach as this had excellent results elsewhere. Hall recommended coordinating with Sean Hunter as the town office is planning similar gravel purchases for the Pemaquid Point and Town office parking areas.
- (l) Handicap access – grab bar at Lighthouse back bathroom. Pendleton will arrange installation.
- (m) Electrical outlet on deck of Lighthouse – Pendleton to arrange repair.
- (n) Review of “to-do” recommendations from end of 2016 season. List includes:
  - a. 4 windows at the Bath House
  - b. Roof and shingles of oil house
  - c. Entryway planking at the Learning Center and Art Gallery
  - d. Lighthouse Museum deck planking
  - e. Lighthouse Museum, waterside door – repair or replace
  - f. Rear storm doors on Learning Center and Art Gallery
  - g. Exit sign for back stairs of Lighthouse apartment
  - h. Beach bathrooms – LED lights
  - i. Beach community room – move conduit to sewer pump to allow full use of sliding door
  - j. Paint trim on beach pavilion
  - k. New sign for Ellingwood (on Selectmen’s agenda 4/05/17)
  - l. Speed bumps for entry to beach park
  - m. New table saw and cordless Skilsaw for maintenance workshop.
- (o) Contact previous employees to offer summer 2017 work: names divided among the three Commissioners.

#### New Business:

- (a) Bylaws. Selectmen signatures expected 04/05/2107.
- (b) Float bill, Hanna Landing. Selectmen action also expected 04/05/2017. Pendleton had given go-ahead to purchase materials for payment by Parks.
- (c) Melanie Tilton. Tabled until next meeting; Executive Session will be called to discuss

terms of employment.

- (d) Review of survey by Newcastle Square Realty of last summer's renters at lighthouse apartment. Also, NSR had received inquiry as to availability over Christmas holidays 2017 (yes, available, standard \$1,300/week). Question received as to whether barbecue grills permitted at apartment deck/picnic table: agreed yes if gas, no if charcoal.
- (e) New cash register – see Old Business (a).
- (f) Update Operations Manual – see Old Business (h).
- (g) New Sign – Action expected by Selectmen 04/05/2017.

**Public Comment:** none.

**Meeting adjourned** at 7.45 pm.