

**Bristol Parks & Recreation
Bristol Town Hall
May 24, 2016**

*Commissioners present: Clyde Pendleton, Sandra Lane, George Sawtelle
Also present: Kristine Poland*

The meeting was called to order at 6:00 p.m.

Chain of Command:

The protocol for a crisis or any incident which requires attention beyond regular staff is expected to be followed at all times. 9-1-1 is the first point of contact during an emergency. In all other situations, the commissioners are the first point of contact. A commissioner will contact the maintenance supervisor or the Town Administrator as necessary.

When a Parks Director is hired, that person will be the initial point of contact following 9-1-1.

Vendor Insurance Requirements:

All vendors are required to have evidence of general liability and workers compensation Insurance (or predetermination status verified by the workers compensation board). Any new vendors are required to submit proof prior to working for the town. The town office should be contacted to be sure that businesses are on the approved vendor list.

Payroll:

Discussed overtime and holiday pay in general. Overtime pay is for hours worked beyond 40 hours per week. Seasonal employees are eligible for overtime pay, however they are not eligible for holiday pay.

Bylaws:

The following is a preliminary list of bylaws. The final draft will be reviewed by the Town attorney prior to adoption by the Parks Commission.

- Commissioners are not eligible for hourly or salaried staff positions.
- The Commission shall meet twice per month.
- Public Comment shall be limited to 15 minutes.
- Any business that comes before the Commission must be brought up at least 12 days before being voted on.
- Metal detectors may be used on park grounds before 8:00 am and after 5:00 pm during the season.
- The annual opening date for Lighthouse Park is the Wednesday prior to Mother's Day. The closing date is Columbus Day.
- The annual opening date for Beach Park is June 15th. The closing date is September 11th.
- Outside organizations shall be required to meet with Commissioners at least once a year while using facilities or park grounds.
- The fee schedule shall be reviewed on an annual basis.

- Dogs are allowed at Beach Park off-season only. No dogs are allowed outside of a vehicle on beach grounds with or without a leash. Dogs in vehicles shall not be left unattended.
- Dogs are allowed at Lighthouse Park on leash from opening day to closing day. Dogs in vehicles shall not be left unattended.

Fee Schedule:

Free admission shall extend to “all active military and/or disabled veterans with a military ID” and “all children and adults under guardianship”.

Bleachers:

Bleachers are expected to be delivered this week. Pendleton will contact John Tilton to pick up the boxes at the Town Office.

The meeting adjourned.