

**Bristol Parks & Recreation
Ellingwood Information Center
July 18, 2017**

*Commissioners present: Clyde Pendleton, Laurie Mahan, Sandra Lane
Also present: Lara Sargent, Joan Atkinson*

Meeting called to order at 6:00 P.M. with the Pledge of Allegiance

Minutes:

Motion made by Lane to approve the minutes from July 3rd, Mahan seconded and motion carried. There was a discussion about the Facebook page being removed and Joan Atkinson offered to stop by Ellingwood and assist Sargent with the process.

Bishop Knight:

Bishop Knight, the filmmaker, expressed interest in coming to Bristol to make a film and would like to meet with the Parks Department to discuss the project. It was determined that she will be notified that Sept. 5 would be a date that everyone was available for a meeting.

Park Pass suggestions:

A Beach pass was discussed. This is a great idea and will be discussed in the fall to be implemented for next year.

Thomas College Interns:

The internship program at Thomas College was discussed and ways that the Parks department could use their services. This will be discussed further in the fall.

Event Schedule:

An Event Schedule was discussed and is in the process of being made to be handed out at Parks locations. The Bath Band is 7/26 @ 7 at LHP and a warrant will be submitted for payment. Flyers will be made and distributed. The Chicken BBQ will be on 8/10 @ the Beach. Open Lighthouse Day is in September, Bobby Ives on 8/20 @ the Learning Center at 7pm, Caring for Kids

Admission Boxes:

Admission/Donation boxes or slots will be installed at LHP and the beach for patrons who feel the desire to donate or pay an admission fee after hours of operation.

Snack Shack:

The recent events involving the Snack Shack contract being terminated was discussed. The group discussed next steps in moving forward to keeping the Snack Shack open. The issue of purchasing materials was discussed and it was determined that a tax-exempt status should be used when purchasing. The current payroll was discussed and ways to simplify the menu. It was decided that the Parks will do the ordering of food for the remainder of the season.

Merchandise:

Selling more merchandise was discussed and this will be researched and discussed further.

Employee Handbook:

Employee handbooks are almost complete. A few revisions will be done this week to make these complete. Then every employee will read and sign off on the handbook.

Joan Atkinson, Tobacco Free:

Joan presented some new Tobacco Free posters for the parks and discussed submitting a press release for the Tobacco Free program.

PWA agreement/collaboration:

PWA will be finding an alternate site for classes when the beach is closed.

Rock Schoolhouse Brochure:

A revised brochure is being worked on but Sargent is in need of old pictures and is waiting for some responses.

Meeting adjourned at 8:45 p.m.