

**Bristol Parks & Recreation
Ellingwood Park Information Center
September 27, 2016**

*Commissioners present: Clyde Pendleton, Sandra Lane, George Sawtelle
Also present: Lisa Peters and Sandee Brackett*

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

Minutes:

A motion was made by Lane to approve the minutes of September 6th, motion was seconded by Sawtelle and carried.

Credit Card:

The credit card has been received and will be given out once an agreement is drawn up outlining the use of the credit card. This will be done within the next week.

Website:

Peters will follow up with Jessica Westhaver regarding the progress being made building the new site. Westhaver has been working with the web designer and will be the go-to person on this.

Floats:

The new float letter for the 2016-2017 season was read by the commissioners and approved to be sent out, most likely sometime after November. A discussion took place regarding a follow-up letter if the storage fee was not paid by a certain date. If payment still is not received, the haulers will be notified that the Parks department is not releasing that person's float.

LHP Apartment Rental:

Sandee Brackett attended the meeting to request on behalf of her employer, Anthony Capadalupe, that he be able to rent the apartment from mid-November until sometime in January. This will be voted on at the meeting in two weeks. Brackett will get more detailed time frames from her employer and the commissioners will vote on the financial terms and whether to approve the request.

Bylaws:

The bylaws continue to be modified and changes to the language made. More work to follow in subsequent meetings.

Closing of Ellingwood Park:

A motion was made by Lane and seconded by Sawtelle to close Ellingwood Park as of Columbus Day, October 10th. The information center will be open that weekend on Friday, Saturday, Sunday and Monday from 10-2.

Platform at Pemaquid Beach:

The stage at the beach is deemed to be a safety issue and will be dismantled by the maintenance crew. The wood will be stored at Hanna Landing for future use elsewhere.

Letter to Vinnie Simaria:

Peters will draft a letter to Mr. Simaria advising him of the trimming of alders down at Hanna Landing, since the work will be bordering on his property. The Code Enforcement Officer went with Pendleton to view the area to see if any room could be freed up for storing more floats. It was approved by the COE to trim alders in specified areas.

Oil Tank Removal at Ellingwood:

A discussion was had regarding an old oil tank that it is in the basement at Ellingwood Park. Due to the safety concerns, it will be removed by the Pendletons. A motion was made by Sawtelle and seconded by Lane to hire them to take care of the draining of it and removal.

Meeting with Lynn Martin:

Lane will contact Lynn Martin regarding any safety related tasks that may need to be completed.

Snack Bar Rent:

Peters brought a report showing only two payments for Snack Bar rent received for this season. Pendleton will follow up with Stu Mason regarding the additional \$1200 owed.

Policies:

Discussion of a policy-type handbook was tabled until future meetings pending suggestions from all three commissioners on what should be included.

Budget:

A brief discussion on the budget compared to last year at this time took place. Some expenses were more, some were less. It was requested that Peters set up a meeting with the auditor, William Brewer to go over the budget as well as other financial matters as soon as he is available.

A motion was made by Lane to adjourn the meeting at 8:00 P.M., seconded by Pendleton and carried.