

**Bristol Parks & Recreation**  
**Ellingwood Park Information Center**  
**November 15, 2016**

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

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

**Minutes:**

A motion was made by Lane to approve the minutes of November 1st, motion was seconded by Sawtelle and carried. A vote was taken for the minutes to be posted for the public only after being approved by the commissioners, lane made motion and it was seconded by Pendleton. However, after having Rachel Bizarro review the applicable laws regarding the availability of the minutes, it was clarified that the minutes must be available when they are done, regardless of whether they need to be modified later.

**Separate Checking Account:**

A discussion took place regarding having a separate checking account for the Parks department. Peters spoke with the auditors and established the fact that Parks has kept money in the Town's checking account. A motion was made by Pendleton to approve opening a checking account, seconded by Sawtelle, motion carried. The logistics of doing this will be worked out at the Town office by Jessica Westhaver and Lisa Peters making the changes necessary in the computer. This account is to be opened strictly to make transparent all of the revenues and expenses belonging only to Parks. The Treasurer and Deputy Treasurer will still be the only authorized signers on the account. Payroll and Accounts Payable will be conducted using this separate account and a separate reconciliation will be done monthly as well. The subject will be discussed at the next Selectman's meeting and voted on for final approval.

**Flying Santa:**

The Flying Santa will be arriving at Pemaquid Point on Sunday November 27<sup>th</sup> at 12:00. Lane will be picking up the candy canes for this. The Parks department will also be purchasing wreaths for the various Parks locations as they do every year.

**Snack Bar:**

Stuart Mason will attend the next Park's meeting on Tuesday November 29<sup>th</sup> to discuss his voided contract. Peters will research what money has been received and what amount is still owed for rent and electric. A vote will be taken at the following meeting on whether to retain him or look elsewhere for someone else to run the Snack Bar at Pemaquid Beach going forward.

**Maintenance:**

A low temperature alarm will be installed at the Lighthouse so someone at the Parks department will be notified if the temperature goes below a certain level. In addition, a timer will be purchased for the Christmas lights so they do not have to be on all the time.

**Kiev and Wavus:**

A check was received for the outstanding admission fees incurred over the summer so that issue is resolved.

**Budget:**

The budget work the previous week was on revenue projections. The next meeting the commissioners will focus on projections for expenses. A preliminary budget is to be ready by December 7<sup>th</sup>.

**Insurance Costs:**

A discussion took place regarding the higher cost of insurance for the Parks department. Peters will get some clarification from Kristine on how much they are paying in relation to the other departments. In addition, there were questions regarding the cost of insurance for next year for budgeting purposes.

**Art Gallery:**

Peters will find out how much the Learning Center electric was for the season so that the artists from the Art Gallery can be billed for their portion. A letter will be sent along with the invoice advising the artists that in the future, the electric costs will be included in the amount of rent owed. This will result in having to calculate and bill at the end of the season.

**Bylaws:**

A vote will be taken on the bylaws at the next meeting.

**Parks Director:**

Discussion tabled on this to future meetings.

A motion was made by Lane to adjourn the meeting at 7:28 P.M., seconded by Sawtelle and carried. There will be no meeting on November 22<sup>nd</sup> due to the holiday, the next meeting taking place on Tuesday November 29<sup>th</sup>.