

**Bristol Parks & Recreation**  
**Ellingwood Information Center**  
**August 1, 2023**

*Commissioners present: Clyde Pendleton, Laurie Mahan, Sandra Lane*

*Also present: Shelley Gallagher, Pat Porter, Richard Francis, Jessica Yates, Hannah McGhee*

*Meeting called to order at 6:04 P.M. with the Pledge of Allegiance.*

**Minutes:**

Clyde wanted to amend the minutes to the July 18 meeting to say the beach would be opening at 8:00am and closing at 6:00pm, with tickets taken from 8:00- 5:30 and the restrooms open until 6:00pm. There was miscommunication in the hours as they were agreed on in the July 11 meeting. Laurie made a motion to approve the minutes from the August 18 meeting with the changes as specified, Clyde seconded, and it was approved unanimously.

**New Business**

- A. Richard Francis and Jessica Yates came to discuss the draft of the recreation section of the Comprehensive Plan for the Town. They summarized the purpose behind the plan and said the state encourages each town to have a Comp Plan in place in order to be eligible to receive funding from the state. They had previously sent the plan so the Park Commissioners had time to read it before the meeting and make notes about any questions or issues they may have. The one issue that needs more clarification is about the lighthouse tower and how that is run, how it is owned, and who has ultimate responsibility for it. Currently the US Coast Guard owns the tower, and it is run by the Friends of Pemaquid Light with Bristol Parks having no rights to the tower itself. That may change, but it is ultimately up to the Coast Guard and not anyone locally that will be able to make that decision. At the end of the recreation section there were strategies and goals for the Town, and the question was asked who makes the decision on what items are included in that. Richard explained that the Select Board would more than likely vote on the plan as a whole, and not by individual sections. There is no deadline to have this completed, but the Comprehensive Plan group would like to have the process begin coming to an end which involves several layers of approvals and public readings. Jessica said the biggest thing they had explained to them by their consultant is they do not need to have the answers or solutions now for any of the issues. This plan is looking forward over the course of 10 years, and it is not just Town of Bristol departments. This involves non-profits and other local and regional groups as well as the Town departments so the recreation section is not all on the Parks and Recreation department. Hannah McGhee was at the meeting to discuss the triathlon, but works for Coastal Rivers so she was able to give some insight into any of the things that may need correction or clarification further. Richard and Jessica answered all of the questions the Parks Commissioners had and said they appreciated the clarification

on the things that may have been incorrect or unclear. They will continue to revise the plan and will give it to the Parks Commissioners when it is finalized.

### **Old Business**

- A. Hannah McGhee came to update the Commissioners on the Pemaquid Triathlon. She had an expense and revenue spreadsheet showing actuals and projected numbers. Currently, the projected expenses will be about \$7,000, and the projected revenue will be about \$18,100 including sponsorships, sales, and registrations. As of the time of the meeting, there were 126 people registered and Hannah was wondering if that number should be capped or if we should just allow all registrations without a cap. The contract signed is for 150 racers, but that number could be added to. With this being the first year of the race returning, and the first year with Coastal Rivers organizing it, it was decided that capping it at 150 racers would be the best choice. That number can be evaluated to increase for next year if needed. The question was asked about where to put the bike racks and where the staging areas should be. It is different this year as the last triathlon was done with the old beach pavilion so the flow is not the same as it would be in previous races. It was decided to do a walk through meeting on site at the beach to work out where everything thing would go. The meeting will be Wed Aug 16<sup>th</sup> at 5:30 pm at the beach. High tide will be at 7:51 am the day of the race which will be good for buoy placements. As for what is needed, a deputy will be needed on the bike route, Ham radio will be along the race route, Sean will sweep the corners on the bike route the day before the race, Mimi's will be a doing a hamburger lunch for everyone that Susan Foster is sponsoring, and volunteers will be along the race route and staging area. The swim caps, bibs, and bike stickers have been ordered. The hotel reservation was made for the timers at Cod Cove Inn. Hannah now is just working on swag for the racers and the shirts. Parks will donate items to be used as prizes in addition to the lighthouse stay that is donated to the winners. Shelley will get the snacks, water, and cups for the race at sams. Hannah has lifeguards and volunteers. Pedego is going to do a demo of their electric bike as one of the race sponsors. Shelley asked Scott about the safety boat but he still does not know if he has anyone available to do it. Robin will do the buoys. Other questions can be answered when we meet on site on the 16<sup>th</sup>.

### **Executive Session**

The Commissioners went into Executive Session to discuss staff pay rates. When they returned, a vote was taken to approve staff pay rates as discussed and it passed unanimously.

### **Public Comments**

Laurie moved to adjourn the meeting at 9:10pm.