

**Bristol Parks & Recreation  
Ellingwood Information Center  
November 2, 2021**

*Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan  
Also present: Lara Decker, Chris Hall, Pat Porter*

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

**Minutes:**

Sandra made a motion to approve the minutes from the October 19<sup>th</sup> meeting, Laurie seconded, and motion carried.

**Payroll Frequency:**

The town is considering moving the pay schedules for all employees to bi-weekly. The Commissioners had asked Lara to email Park Staff to get their thoughts on adjusting to a biweekly schedule. Most staff members felt that it would not be a big adjustment, but a few felt like it would be very difficult. About four of the younger staff members didn't respond to the email. Laurie felt it would be difficult for the teenagers to get paid every two weeks. Clyde made a motion to leave the summer seasonal staff on weekly payroll, except the maintenance crew who would be paid biweekly, Laurie seconded, and motion carried.

**Veterans Day Celebration / Memorial Groundbreaking:**

The Veterans Day Celebration and Memorial Groundbreaking will be held on Veterans Day, November 11, at 10 am at Ellingwood Park. This event will include a tree re-dedication to John Steer, a man who gave his life in Vietnam and had a tree dedicated to him at the dam in 1968 but the tree is dying. A new tree will be planted in his honor at the Veterans Memorial. The Riverwalk will also be marked out so people can see the path. Coffee and muffins will be provided by the 1812 Farm. Parks will provide hay bales to be used during construction and a tent, chairs, and tables for the celebration. Pat asked if anyone spoke to Michael Morrison about getting his eagle to display to draw attention to the memorial. Sandra announced that a beautiful anchor was donated for the memorial from Kendall and Carla Fossett. Sandra Guibord has asked Parks to display the cannon at the memorial which will also be a significant, meaningful display. Chris wants to first check with members of the Bristol militia if they are ok with the cannon being part of the memorial. If so, Chris will arrange for the cannon to be brought to Ellingwood Park.

**Parks Closing List:**

The maintenance crew provided a list of tasks to be completed after closing for the season. The group went over the list and added tasks that were missing. Lara will update both the opening and closing lists for next year.

**Fish Ladder/Swimming Hole Park Grant:**

The Town of Bristol was notified that funding was approved to add enhancements to the Swimming Hole and Fish Ladder Park. \$194,614 was approved through the Land and Water Conservation Fund grant program. The final approval of the grant will come from the National Park Service hopefully in the next few months and once a project agreement is finalized the work can begin. Chris said that Peter Anderson will be directed to only work on the fish ladder until then and not any of the walkways or other parts of the park development that was included in the grant. The group discussed the original plans for the park which mostly focused on increasing access to the fish ladder and swimming hole through walkways. Also included were fencing, metal railings, a footbridge, signage, picnic tables, trash cans and bike racks.

**LED Lights:**

The blinking, red, rechargeable LED lights have arrived. The Commissioners provided feedback on the proposed press release announcing the project. The Fire Department has agreed to purchase a batch of lights if the current ones run out, but they asked that the Rules of the Road be distributed with the lights. Lara found a few versions of Rules of the Road online, but they are several pages and the Commissioners requested that Lara summarize the rules into one concise flyer if an existing one can't be found.

**Maintenance Job Description:**

A job description was reviewed for the new position being created to be shared between the Parks Department and the Highway Department. Clyde asked to add that any additional duties could be added to the job description. Chris said he would add that and bring the job description to the Selectmen for approval. Once approved, it will be advertised. Clyde

asked when this position would start, and Chris thought it might be able to start as soon as someone is found.

**Other Business:**

**Public Comments:**

Sandra made a motion to adjourn the meeting at 7:57, Laurie seconded, and motion carried.

**Meeting adjourned** at 7:57 p.m.