

Bristol Parks & Recreation
Ellingwood Information Center
May 4, 2021

Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan

Also present: Lara Decker, Pat Porter, Tammy Legault, Chris Hall, Carmen Salerno, Deb Wilson, Mark Becker

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 April 20th meeting, Laurie seconded, and motion carried.

Snack Shack Contract:

Tammy Legault attended to go over the Snack Shack Contract. Tammy asked if the beach staff could possibly have staggered hours so the bathrooms and giftshop could be open until 7 so the Snack Shack could be open later into the evening for dinners. The Commissioners talked about bringing a staff person in from 11-7. This person could sit in the rental/giftshop and sell merchandise and then close the bathrooms. Another option could be to have the Snack Shack staff just keep the single, family bathroom opened and clean/close it at the end of the evening. Clyde said he thinks it would be worth trying the staggered staff person to see if that works. Tammy asked about opening the beach Memorial Day weekend. The Commissioners said the beach was opening June 5th, but it would be ok for the Snack Shack to open Memorial Day and just have the port-a-potty available. This would not require any staff. Tammy asked about equipment that is in the Snack Shack but is not owned by Parks. Clyde said he wants the equipment in the Snack Shack to be owned by Parks. He asked if Parks could buy the equipment from the owner next year and Tammy said she will look into that. Tammy contacted an ice company because they would like to sell ice. She could have the ice machine in the area by the rental/giftshop. Clyde asked about Parks selling dishes of scooped ice cream. Tammy said the kitchenette would have to be inspected by the health inspector which she believes would require a separate inspection. Tammy is willing to ask the health inspector about this option. Tammy asked about hanging a banner by the road about the Snack Shack and Clyde said that was fine but for her to send the design to Parks for approval. Tammy and the Commissioners signed the lease.

Swimming Hole/Fish Ladder Park Design:

Deb and Mark attended the meeting to discuss the recent site design draft, completed by the landscape architect, of Swimming Hole/Fish Ladder Park. The group looked it over and Deb explained where there would be ADA accessibility on the site plan. The small wood bridge near the harvesting pool would be ADA accessible. The group agreed a 6-foot-wide bridge would work. The foot bridge will not be ADA because the slope is too steep near the dry hydrant. Deb asked about putting in another railing and the group thought that would be great if it was funded through the grant. Chris asked about building the trails downstream and if it should be built into the grant application. The group thought that would be a great addition to the park. If steps were included, it would be expensive but there are ways to construct these trails without steps that would be less expensive. However, including the steps in the grant application would make sense so that the funding could help with this expense. Some ideas were discussed about signage and parking. The group talked about the wood overlooks and the possibilities of using composite decking to prevent splinters. Deb will price out a natural decking and the Duralife brand composite that was used at the beach.

Mower Contract Award:

The Parks Commission received two bids for the spring/fall cleanups and mowing of Lighthouse Park, Ellingwood and the Swimming Hole.

Cowan's Property Maintenance - \$9,850

Brett McLain - \$7,600

The Commissioners agreed that both bidding parties have excellent references and are two great choices, but they will go with the lowest bidder. Laurie made a motion to accept Brett McLain's bid, Sandra seconded, and motion carried.

Parks Director Job Description:

The group went over the Parks Director Job Description and approved the changes made regarding being on call with the use of the Parks vehicle. Laurie made a motion to make these changes to the job description, Sandra seconded, and motion carried.

New Signs:

The new dibond aluminum signs purchased for Parks are great quality and a big improvement from the old, faded, wooden signs. There are more signs needed or in need of replacement.

1. The sign at the kayak launch behind Ellingwood which says “Welcome to Pemaquid River Canoe & Kayak Launch” is faded and needs to be replaced.
2. A 18” x 30” Bristol Parks and Recreation Office sign with the Bristol Parks logo
3. The admission price sign at the Lighthouse needs to be updated with the new admission fees for kids. The bottom of the sign says, “12 and Under are Free” This part was cut off so a sign saying “Kids Ages 5-11 are \$1 and Under 4 are Free” is needed.
4. The kayak rack will need a sign with guidelines that say “Store your kayak at your own risk. First come first serve. The Town is not liable for any loss or damage. Locking/Securing kayak is recommended. Storage rack meant for frequent paddlers, not long-term storage. Donations for this service are greatly appreciated.”
5. The large 4’x8’ sign for boats at the beach needs to be replaced. This one says, “No boats within 300 feet of shore” and should have big letters so boats will see it.
6. Two signs are needed near the beach (in the dunes) that provide reminders of what is not allowed such as “No smoking/vaping. No alcohol. No loud music. No fires. No personal watercraft.”

Lara will get a quote and proofs before ordering.

Ellingwood Staffing:

Ellingwood Information Center has gotten very busy with Bristol Park Passes being obtained or renewed. Lara requested that staff be brought in to assist with passes since she will be busy with the Parks opening and two grants due at the end of May. The Commissioners decided to staff Ellingwood from 9-2:30 during the week and on weekends.

L.L. Bean Photo Shoot:

Lara was contacted by L.L. Bean about a photo shoot being requested in May at Pemaquid Point Lighthouse Park. They have offered to donate \$500 to the park for the use of the facilities for one day between May 18-22. They will provide insurance. They would also like to do another photo shoot sometime in July. The Commissioners agreed that this would be fine.

Maine Suzuki Association:

The Maine Suzuki Association will be holding a performance at Pemaquid Point Lighthouse on August 28 at 1pm. Lara asked if the Commissioners would be willing to waive the event fee for this non-profit organization, but still require insurance. The families/friends of the students would still pay the entrance fee to attend. The Commissioners agreed this was fine.

COVID-19 Procedures:

The group discussed the recent changes in COVID-19 precautions. Masks are no longer required outside except for spaces where people cannot socially distance. Lara suggested that signs be displayed saying this, but that general mask enforcement should be limited to inside spaces such as the bathrooms, Learning Center, Fishermen’s Museum, Nature Center, etc. Employees who are vaccinated will be given a pin indicating they are vaccinated. If staff members are not vaccinated, they will be assigned to duties that do not involve as much interaction with the public. Staff members have asked if they need to wear a mask at the booth if there is plexiglass in place and/or if they are vaccinated. The Commissioners are requiring staff wear masks at all times when interacting with the public, whether vaccinated or not, until the Maine CDC requires otherwise.

Executive Session:

The Commission went into Executive session MRSA 405(6A) at 8:25. Executive session ended at 9:03.

Other Business:

Public Comments:

Laurie made a motion to adjourn the meeting at 9:10, Sandra seconded, and motion carried.

Meeting adjourned at 9:10 p.m.