

**Bristol Parks & Recreation
Ellingwood Information Center
July 16, 2019**

Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan

Also present: Lara Sargent, Mary Anne Moisan, Steven Theodore, Wiebke Theodore, Chris Hall, Pat Porter

Meeting called to order at 5:55 P.M. with the Pledge of Allegiance.

Minutes:

Sandra made a motion to approve the minutes from the July 9th meeting, Laurie seconded, and motion carried.

Tai Chi at the Beach:

Mary Anne Moisan attended the meeting to discuss holding a Tai Chi/Qigong class at the beach on Wednesdays morning from 8-8:30. The fee for residents would be \$5 with a park pass and \$10 fee for others which includes a beach pass for the day. Clyde suggested a second day could be added after the program gets established. Sandra made a motion to go ahead with Tai Chi at the beach, Laurie seconded and motion carried.

Pemaquid Beach Pavilion:

Wiebke and Steven attended the meeting to discuss the construction documents for the beach pavilion. The new documents show the recent change of shower towers being together on the beach side of the building. The hand rails were discussed for the boardwalk and it was decided to pursue a bench on one side of the boardwalk with the DEP after some bigger issues are resolved. The group discussed having "Add alternates" to separate out some items such as the boardwalk or pergola that wouldn't necessarily need to be included with the bidding on the building but could be funded by a donor. The group discussed shifting the Beachcomber's Rest toward the parking lot which would allow for a future expansion of the Community Room.

Gator Training:

Lara brought a new Gator procedure that was written by a staff member. There are a few minor changes to the original draft but the Commissioners thought it all looked good. Lara will revise and provide the final copy to the beach crew. Lara also reported that Frank would train each staff member at the beach and then document the training on a roster sheet. Chief Leeman had asked for permission for Bristol Fire and Rescue to use the Gator in an emergency and the Commissioners agreed. Lara will provide the updated procedures and roster sheet for Paul to implement with his department. Clyde made a motion to adopt the new Gator Procedures, Laurie seconded and motion carried.

Cell Phone Policy:

Lara presented some thoughts to consider from a staff member regarding a new cell phone policy for employees. The group discussed the appropriate uses for cell phones by staff which would only include park related information such as checking weather for impending storms, checking water temperature or tides, identifying plants for park visitors, looking up directions or phone numbers for park visitors, etc. Cell phones are not to be used for personal reasons unless an employee is on a break or at lunch. Lara will draft a policy to be reviewed by the Commissioners.

Security Cameras:

Lara presented a quote provided by a staff member for security cameras from Amazon which was \$352 for four cameras. These cameras were significantly cheaper than the previous camera quotes but doesn't include installation. The internet in the Fishermen's Museum was tested and determined too slow for a security system. Lara contacted John Allan about the possibility of upgrading equipment to increase internet speed to accommodate security cameras. The group also discussed getting a new projector for the Learning Center

since it was reported that the current one is not working well. The Commissioners decided to purchase a recommended model from Amazon.

Triathlon Update:

Lara reported that Susan Foster has offered to have a drone video made of the triathlon by a professional company. The Commissioners asked if Parks would own the rights of this video and if it could be sold to athletes. Lara will check with Susan Foster and report back.

Staff:

The Commission went into Executive session MRSA 405(6A) at 8:55 to discuss new hire raises. Executive session ended at 9:11.

Public Comments:

Pat Porter inquired about having a Country Music Hall of Fame fundraiser in the Learning Center at Pemaquid Point on September 12th. The event was added to the calendar.

Clyde made a motion to end the meeting at 9:13, Laurie seconded, and motion carried.

Meeting adjourned at 9:13 p.m.