

**Bristol Parks & Recreation  
Ellingwood Information Center  
October 5, 2021**

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

*Also present: Lara Decker*

*Meeting called to order at 6:02 P.M. with the Pledge of Allegiance.*

**Minutes:**

Laurie made a motion to approve the minutes from the September 28<sup>th</sup> meeting, Sandra seconded, and motion carried.

**LH Keeper's House Heating:**

Staff in the Fishermen's Museum have asked that the heating system in the Keeper's House be checked out because some pipes from the oil furnace don't seem to be hot and the rooms are not evenly heated. They thought some of the heating ducts may need to be checked and reattached if necessary. Clyde said some of the ducts are disconnected to put more heat in the basement. It was also reported that the monitor heater in the apartment wasn't working very well, and Sheila McLain wondered if it might be time to get a new heat system installed, such as a heat pump. Lara will check with MacPhee to see if he thinks a heat pump would be ok in that harsh weather environment.

**Triathlon 2022:**

The Commissioners decided to have the Triathlon on either August 21 or 28. The first step will be to see if a Timer is available and if one can be found then the group will discuss next steps in planning and organizing.

**Beach Weddings/Events:**

Lara met with Beth Polhemus to discuss ideas of how to best utilize Pemaquid Beach Park for weddings. This Park is different than Lighthouse Park for weddings because it must be closed to the public during weddings because the boardwalk and pavilion are used by the wedding parties, which are also used by visitors. Currently, weddings are scheduled after park hours for this reason. Lara was exploring ways to allow people to use the Park for events/weddings with the least amount of expense and work for Parks. A blanket "venue fee" could be charged that would require parties to provide their own catering, tents/tables/chairs, music, etc. and Parks would only provide staffing. Beth's experience with weddings was very helpful. She believes the park has high value for a "reception site" and from her experience with venues she thinks there could easily be a \$2500 venue fee just to use the park and its facilities for a wedding or reception. She said there are similar venues that charge double this amount. Lara and Beth also discussed giving Bristol residents a discounted venue fee. A small event, such as 25 people or less, could have a flat \$500 fee and again Parks would only provide staffing – nothing else. Beth and Lara discussed providing a list of "vetted vendors" - caterers and event rental companies who have already provided all the required insurances to the town. Laurie suggested making a brochure that shows all the vendors and sending this to all the wedding couples to use in their planning.

Lara will work on a wedding/event application for the beach that incorporates all these ideas and bring it to the Commissioners for feedback. Once the details are worked out, the new application will be posted online. The application for weddings/events at Lighthouse Park will remain the same.

**Rock Schoolhouse Roof:**

The group discussed replacing the Rock Schoolhouse roof. Lara will put together an Advertisement to Bid and send it to the Commissioners, Chris and Rachel for feedback.

**LHP Tentative Closing Date:**

Lighthouse Park continues to be busy with around 450 people a day. A tentative closing date is set for 10/24/2021 but this could /change depending on weather and how busy the park remains through the month of October.

**September Financials:**

In September, Lighthouse Park brought in \$42,777 and the Beach brought in \$5,617 in admission fees. This was the most the Lighthouse has ever brought in in September and low compared to last year for the beach, but Kieve-Wavus still needs to be billed. At the end of the Beach season, the admission fee total was \$144,897 which combined with the discount beach passes of \$5,005 brings the total to \$149,902. After Kieve-Wavus is billed the Beach will have made over \$150,000 for the season and the projected revenue was \$130,500. After looking at the financials and seeing the current

cash position of \$366,142.62, Clyde made a motion to transfer money to capital reserves for the following projects: \$15,000 in the tractor fund, \$15,000 for the Rock Schoolhouse roof, \$17,000 for the bell tower siding, \$1,300 for the beach sculpture, \$10,000 for the playground, \$20,000 for the walking path for the beach, \$100,000 for the general capital reserves fund, Laurie seconded, and motion carried. This leaves enough money for startup cash for 2022. Lara will ask to have these transfers made right away.

Clyde thinks some money needs to be put into the parking lots at Lighthouse Park, Pemaquid Beach and Ellingwood. The group agreed that updating the bathrooms at Lighthouse Park would be a great improvement to the park. A large storage shed at Ellingwood would be helpful.

**Other Business:**

**Public Comments:**

Clyde made a motion to adjourn the meeting at 8:26, Sandra seconded, and motion carried.

**Meeting adjourned** at 8:26 p.m.