

**Bristol Parks & Recreation
Ellingwood Information Center
December 10, 2019**

Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan

Also present: Lara Sargent, Todd Richards, Pat Porter, Chris Hall, Candy Congdon, Chuck Hanson

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 November 19th meeting, Laurie seconded, and motion carried.

Bike Racks:

Todd attended the meeting to discuss bike racks at the parks and town landings. He explained that the Bicycle Coalition of Maine suggested bike racks because they are the best way to increase cycling in the area. Clyde said that bike racks were installed at the Beach and Lighthouse this year and the group talked about different places they could be placed at these parks. Todd asked which town properties Parks is responsible for that could possibly have bike racks and suggestions were made for Hanna Landing and the Swimming Hole.

Area Maps:

Pat attended to discuss Area Maps and said we have 32 businesses wanting to be on the 2020 map. Pat talked about putting the post offices on the map and Laurie suggested putting the phone numbers for all the post offices since they are hard to find. There was also an issue with some of the color-coding last year which will be fixed this year. Lara also suggested highlighting the various parks in town and the Commission will review those on the map before ordering.

HR Manual Update:

Jessica and Chris attended to discuss changes to the HR manual. Jessica pointed out that certain injuries need to be reported right away such as a fractured bone or a head injury. If the injury has not been diagnosed, then MMA has explained that the town should contact them anyway just to make them aware of the issue. The overtime section of the HR manual was updated with some changes. Employees are only allowed to accrue a maximum of 20 hours per year which also can't be rolled over to the next year. There were some changes about who is required to work during inclement weather. There was a policy pointed out that salaried employees are paid once a month which would affect how Lara is paid. Clyde was not in favor of the Parks Director being paid once a month and Chris agreed to ask the Selectmen if they were in favor of salaried employees being paid twice a month.

Beach Pavilion:

The group discussed the hot water situation at the new pavilion. State regulations require hot water in the bathrooms and showers and the group discussed options for hot water such as hybrid or solar hot water heaters. Parks has two hot water heaters already that can be used but there will be an increase in electricity cost since there will be more hot water used. Clyde provided an update on the beach pavilion progress. The most recent weekly meeting was productive. Hot water was discussed among the builders and architects and the costs associated with the changes. The hemlock rafters for the covered eating area are not available and Hammond has agreed to provide Douglas Fir for the same price instead, which is a better product. The hole was dug for the other side of the pavilion and the forms will be set by tomorrow and it will be ready to have the concrete poured later this week. CMP still has not trimmed the trees for the power lines, so the lines are not being installed. The electrician for the project has been in contact with CMP and still has had no luck with getting electricity in the park. An anonymous donation has come in for \$10,000 with a commitment to match the next \$10,000 raised. The group discussed revisions to the donor letter and updated accordingly.

Ballet:

The ballet class that was discussed is on hold for now. The ballet teacher has decided that the timing is not right, and the idea will be revisited in the future.

2020 Budget:

The group started working on the 2020 budget and completed most of the Revenue projections.

Executive Session:

The Commission went into Executive session MRSA 405(6A) at 9:14 to discuss staff issues. Executive session ended at 9:45.

Public Comments:

Chuck asked about the security system at the lighthouse. Now that there is better internet at the lighthouse, the security cameras can be installed. Clyde mentioned that we received another \$7,600 (approximately) from the will of Elizabeth Zwicker to go into the account meant for Lighthouse Park.

Laurie made a motion to end the meeting at 9:45, Sandra seconded, and motion carried.

Meeting adjourned at 9:45 p.m.