

**Bristol Parks & Recreation  
Ellingwood Information Center  
January 2, 2018**

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

*Also present: Lara Sargent, Ellen Durgin, Sandi Day*

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

**Minutes:**

Motion made by Mahan to approve the minutes from December 19th, Pendleton seconded and motion carried.

**PWA contract renewal:**

The two-year contract with PWA is up for renewal. Ellen Durgin and Sandi Day, from PWA, attended the meeting to discuss any ideas/requests/concerns for the upcoming year. The butterfly garden was discussed and that a plan for maintenance is needed. The scheduling for events was discussed and the Commissioners requested that the schedule be submitted to the Parks board ahead of time so any scheduling conflicts could be avoided. The issue of closing the beach was discussed and it was determined that going forward Sargent will send a text to multiple PWA members to let them know – those contact numbers will be emailed to Sargent. The key to the nature center was not turned in and Sandi and Ellen will seek it out. When the beach is closed on a touch tank day, Sargent will let the staff know that it will be rescheduled for the next day the beach is open. A new MOU was brought to the meeting and the Parks department will read and discuss changes. Sargent will send an email to Carolyn with any revisions. The filling and emptying of the water for the touch tank was also discussed. PWA asked if they could put one of their sponsors on a sign at the beach and Pendleton did not think it was a good idea but said the commission would discuss. The commissioners discussed making a list of guidelines/responsibilities for PWA staff so expectations are clear.

**Unemployment Claims:**

Recently there have been some unemployment claims by current and/or former Parks employees. The Commissioners have questions regarding options to minimize the expense to the Parks Department. The Commissioners and Director will further research and consult with the town administrator for clarity.

**Stipends:**

Stipends for the Parks Commissioners were discussed. Initially, the Commissioners were planning to reduce their stipends with the assumption that their workload would be less as a result of Sargent being hired. Sargent pointed out that the amount of work they are doing is not less but different work. Sargent picked up most of the paperwork but also has created more responsibilities for the Commissioners such as tasks related to grant projects (obtaining quotes, attending meetings, overseeing work), new events (Holiday Decorating Contest, 2018 triathlon), fundraising (craft fair, fundraisers) and new programming. This past summer, the Commissioners spent countless hours shopping for food for the snack shack as a result of the lease ending which shows how there are always unexpected issues that arise requiring more time than expected. The goal of the Commission is not only to maintain but also to improve Park facilities and increase programming, which is more achievable as a result of having a Director, but will also require a significant amount of the Commissioners' time. Pendleton made a motion to keep the stipends the same (\$600 for 7 months and \$200 for 5 months) and Mahan seconded, motion carried.

**Polar Dip update:**

The Polar Dip has been rescheduled for 1/13/2018 due to the frigid temperatures. Waivers will be signed by participants since MMA will not provide insurance for this event.

**Volunteer Program:**

The Parks Department is often approached by residents interested in volunteering in the parks. An organized volunteer program was briefly discussed as an option to reduce maintenance costs. The issue will be revisited closer to spring.

**Budget:**

The upcoming budget process was discussed and a budget meeting was set for Thursday, 1/11/18 @ 6pm.

**Public Comments:**

Lane made a motion to end the meeting at 7:45, Pendleton seconded and motion carried.

**Meeting adjourned** at 7:45 p.m.