

**Bristol Parks & Recreation
Ellingwood Information Center
January 16, 2018**

Commissioners present: Clyde Pendleton, Laurie Mahan, Sandra Lane

Also present: Lara Sargent

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

Minutes:

Motion made by Mahan to approve the minutes from January 2nd, Lane seconded and motion carried.

PWA follow-up discussion:

There was more discussion regarding last month's minutes referring to PWA's request to display a sponsor at the beach. The Commissioners felt like this would open the door for many signs and felt it would be best to not allow this at the current time. Mahan made a motion to not allow sponsorship signs/plaques in the parks, Lane seconded and motion carried.

LHP video:

The recent video of a man and child on the rocks near the water at the lighthouse was discussed. The video shows a man getting knocked down from a wave this past week while a young child stood hidden nearby then stepped into view. The video clearly shows the danger of being on those rocks. An idea was discussed that a "safety loop" video of close calls on the rocks might be a good idea to show in the Learning Center to bring safety awareness to visitors. Lane made a phone call to ask for a quote to have a camera installed in the Keeper's House overlooking the rocks.

Town Report:

The town report requires a write up from the Parks Department. The report should summarize the year and include all major projects and changes such as grants, new brochures, new Commissioner and Director, Holiday Decorating Contest, non-resident passes, new merchandise, upgrades to Ellingwood (water), etc. Sargent will work on writing this report and give to the Commissioners to review.

2018 Budget items:

The Parks Department met for a preliminary budget discussion on 1/11/2018 and determined that there were a few budget items to be discussed at the next regularly scheduled Parks meeting. These items were discussed at this meeting. The Commissioners also discussed the option to contract out certain work from the maintenance department as a way to cut costs and address the possibility of having one less maintenance employee returning for the 2018 season. Contracting out the mowing is one possibility but would require the maintenance crew to record all hours spent mowing so that it could be determined if a contractor would save any money. The board went into Executive Session at 7:32 pm to discuss staff raises based on performance. Executive session ended at 7:49 and it was decided by all commissioners that merit increases discussed will be provided based on performance. These merit increases will take effect on March 20th (after town meeting) and will be communicated to those employees receiving increases. Pendleton made a motion to approve raises, Mahan seconded and motion carried.

Snack Shack Lease Review:

The Snack Shack lease was reviewed and a few changes were discussed. The Snack Shack rent is currently set at \$3,200/month and the Commissioners discussed having the tenants pay for their own electricity going forward. This will be included in the new lease. Sargent will revise the current contract with various changes which will then be reviewed by the Commissioners and Selectmen.

Plaques:

Sargent presented an option for a plaque to be displayed on the desk that was donated and currently used in Ellingwood Information Center. The Commissioners approved the design and Sargent will order.

Budget preparation meeting:

The next budget preparation meeting was discussed and was set for Thursday, 1/25/18 @ 6pm. The Parks Commission will meet with the Selectmen on 1/31/2018 to present their budget.

Public Comments:

Mahan made a motion to end the meeting at 8:02, Pendleton seconded and motion carried.

Meeting adjourned at 8:02 p.m.