

**Bristol Parks & Recreation  
Ellingwood Information Center  
March 7, 2023**

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

*Also present: Shelley Gallagher, Pat Porter, Hannah McGhee*

*Meeting called to order at 6:03 P.M. with the Pledge of Allegiance.*

**Minutes:**

Laurie made a motion to approve the minutes from the February 7 meeting, approval, Sandra seconded, and motion carried.

**New Business**

- A. We are beginning to get requests for camps to come to the beach so the topic of summer camp fees came up because the summer bus fee was removed when we did the 2023 fee structure. There is a van fee of \$40 for up to 15 people on a van which is usually the YMCA camps. We do not want to invoice this summer as it was really confusing as to who had paid when they came to the beach, and who didn't pay and needed invoicing. It was decided to do Camp Punch Passes for this summer. It will be \$40 for 10 punches, and the camps will need to bring their cards with them to the beach. Ellingwood will have a credit card machine for this summer so the camps can pre pay for as many cards as they need and we will mail them to the camp. Clyde made a motion to approve \$40 for 10 punch camp passes, Laurie seconded, and it passed unanimously. While on the topic of punch pass fees, it was brought up that the Lighthouse day pass fee increased to \$4 after the fee schedule was approved by the parks commissioners at a previous meeting. With the change to \$4 per person, the 10 punch pass fee for the lighthouse might also need to be increased. After discussion it was agreed that the new punch pass fee for the lighthouse will be \$30 for 10 punches. Laurie made a motion to approve, Clyde seconded, and it passed unanimously.
- B. The owner of 1812 Farm had come over and asked if we did a corporate pass or anything like that. They are going to be doing "micro weddings" where it is less than 25 people and will be on a Mon, Tues, or Wed. He wanted to know about getting a pass so they can go take pictures at the lighthouse after their wedding. He said it would only be 5 or 6 people going for pictures as the weddings and wedding parties are small by design. It was decided that it could be done and we would make an 1812 Farm corporate pass that they would give to the wedding party, and the party would show the pass at the gate for entrance. The gate attendant will document each time a pass is used and at the end of the season we will invoice them \$30 per wedding for however many weddings used the pass. Clyde made a motion to approve of the corporate pass structure for weddings, Laurie seconded the motion, and it passed unanimously.
- C. The Bell Tower at the lighthouse and the Rock School House both need to be shingled this year and the project will need to go out to bid. Shelley will begin working on a request for bid for each project separately. In the bid, companies will have to provide references, insurance information, and the dates they would

be able to do the project. The horse trough will be included with Rock School House for the bid process.

- D. All Points Pest Control is preparing for the spraying season. We will be spraying the ballfield for ticks again this summer and are just waiting for the price confirmation for the season.
- E. Lynn Martin's contract for her safety services is due to expire in April and she sent a renewal contract for \$1300 for us to sign if we want to continue with her. Her services have been very good and the amount we save on insurance premiums more than covers the cost of her services so we will renew again for the year.

## **Old Business**

- A. Hannah McGhee from Coastal Rivers was present to discuss where we are at with the triathlon for this year. The timing contract with All Sports has been signed, the Runsignup page for online registrations has been updated, and there have already been 2 registrations. The logo for the triathlon has been updated to use the coloring of Coastal Rivers to go with the previous logo design and was approved to be used. Hannah also had a tentative press release to go out announcing the triathlon date and registrations are now open. Shelley was going to look at the section about the parks and send an update to Hannah then she could release the announcement. She asked if they would be able to have a food truck come to the beach for the event. After discussion it was decided she could invite one as the crowd will be a challenge for just Mimi's to be able to handle. Hannah will get a food truck reserved and let us know who it will be. The hotel issue is still a challenge for the timing company. We need to find a hotel for the night before the race, but many of the local hotels have a 2 night minimum. Several of the seasonal hotels should be opening again in April so we will be able to contact them to check on availability once we know if they need one room with 2, 2 rooms, or 1 room with 2 beds. In prior years, an off season stay at the lighthouse apartment has been offered as a prize for the top male and top female finisher. That was approved to be offered as a prize again this year. Hannah asked who organized the prizes before and was told it was Todd Richards so she will get with him about other prizes. Bristol Parks will offer Lighthouse and a Beach punch pass as a prize again this year. Hannah asked about the Marine permit and who does that. Shelley will complete that permit and get it submitted to the Coast Guard. Hannah asked about volunteers and if Parks would have anybody that will be able to help with the event. We said we would have 20 people max that would be able to help so she was going to have to work with Todd and Carla to get other volunteers. She was given a list of the volunteers from previous races so she could contact them to see if they would be available. There is a need for regular volunteers, volunteers on the water in kayaks, and lifeguards. The ham radio group will be there overseeing communications on the race day as cell coverage is spotty along much of the race route. The question of paper registrations was brought up and if they could be done. Hannah will check on that as all registrations have to be on runsignup because that is linked to the timing company. If paper registrations are done, it would be a matter of taking the registration from the participant and entering it ourselves into runsignup. We will get more information on that soon. Hannah will stay in regular contact with Shelley about issues and questions as they come up.

- B. Union Farm came to the beach and gave us a good trade in value and municipality discount to go towards the purchase of a new tractor. Our current tractor is the smallest HP tractor that can be used with the size seaweed machine we purchased and it is older so after discussion it was decided that it just made good financial sense to trade our tractor in while we could get a good trade value and get the new one ready and set up for the seaweed machine demo before the season starts. The select board approved the purchase and it has been ordered. It will take a few weeks to come in, then will be another couple of weeks to get it fitted with the parts and accessories that were ordered to make it beach ready. We should have it by early April.
- C. A few potential merchandise ideas for summer were brought to the Commissioners. There are sunglasses that change colors when they are in the sun/ UV that are very inexpensive. Children will love them, and we can get them printed with Pemaquid Beach and sell them at a low enough cost that parents won't mind paying for them even if the children may lose them. They come in a few colors where they are clear, but in the sun they change to either blue, orange, pink, or purple. The same company also does embroidery for apparel that may be an option if our local companies do not get back to us on what it would cost. It has been a challenge getting the two local companies to follow through and give us quotes on the merchandise we are looking at getting. Shelley also requested a sample of another towel that would be embroidered and we are just waiting for it to come in.
- D. The credit card machines were very successful at the Lighthouse and the Beach, and were very easy to use so Shelley asked about getting a machine for Ellingwood. With the water bottles and other merchandise we will have here to sell as well as punch passes and wedding/ event fees a credit card machine would be beneficial. The cost of a Clover Flex like we currently use would be \$580. Laurie made a motion to approve the purchase of the machine, Sandra seconded and it was approved unanimously. Shelley will contact our rep at the bank to get that process started.
- E. Pat Porter sent out information to all of the advertisers for the area map so she can get started on putting it together.

Clyde moved to adjourn the meeting at 8:19pm.