

**Bristol Parks & Recreation
Ellingwood Information Center
January 24, 2017**

*Commissioners present: Clyde Pendleton, Sandra Lane, George Sawtelle
Also present: Chris Hall, Lisa Peters, Sandee Brackett, Chad Hanna, Chuck Hanson, Robert Davidson, Gordon Benner and William Brewer*

The meeting with the auditor started at 5:00 p.m. with the Pledge of Allegiance. The regular meeting followed immediately after.

Minutes:

Sawtelle made a motion to accept the minutes from January 17th. Lane seconded and motion carried.

Meeting with Auditors:

William Brewer, C.P.A. attended the meeting to go over the Parks upcoming budget for 2017. After reviewing it, Brewer stated it looked good. A contingency line was added to the budget to cover any unexpected overages. Brewer liked the addition of that line item. There was also a discussion on adding a separate line item under expenses to cover the Town Office administrative work provided to the Parks department. A fixed amount is to be set at a later date.

Parks Director:

The job descriptions for the Parks Director job sent by Tom Mullins were read, and discussion took place on which language to use. It was decided that Peters would take the suggestions from both and type up a draft for Pendleton to send to Mullins.

Snack Shack:

The decision was made to offer Stu Mason a one year contract with certain contingencies built in. Random meetings with the commissioners at their discretion was one of the items discussed. Another item to be added to contract was that only employees were admitted for free. Anyone else would have to pay regular admission. Sawtelle made a motion to approve a new contract for Stu Mason, Lane seconded and the motion was carried.

Checking Account:

Brewer made the recommendation that there not be a separate checking account set up for Parks. His concern was from an accounting standpoint, it would be very difficult as well as an added expense. He agreed with Peters' solution of providing a month end cash flow so the Parks Commission could clearly see where they are with their funds.

Drones:

No information was obtained on this subject and will be tabled until next meeting.

Wedding Refund Policy:

A motion was made by Lane to accept the changes in the wedding fees and the refund policy. It was seconded by Sawtelle and carried. The changed will take effect as of February 1, 2017

Other fees:

Lane made a motion to accept the fee increase and changes for the Learning Center, the Beach Community Room, the vans and buses. The motion was seconded by Sawtelle and carried. This fee change will also take effect as of February 1, 2017.

A motion was made by Lane to adjourn the meeting, seconded by Pendleton, motion carried.

Meeting adjourned at 7:30 p.m.