

**Bristol Parks & Recreation  
Ellingwood Information Center  
March 28, 2017**

*Commissioners present: Clyde Pendleton, Sandra Lane, Laurie Mahan  
Also present: Lisa Peters, Maia Zewart, John Tilton, and Melanie Tilton*

*Meeting called to order at 6:15 P.M.*

**Minutes:**

Lane made a motion to accept the minutes from March 7th. Laurie Mahan seconded and motion carried.

**Selection for Chair, Vice-Chair and Secretary:**

Lane made a motion to keep Clyde Pendleton as chair, Mahan seconded. Pendleton made motion to nominate Sandra Lane as vice-chair, Mahan seconded. Pendleton made a motion to nominate Laurie Mahan as secretary, Lane seconded. All motions carried.

**Float Bill:**

The cost of repairing and rebuilding the floats at Hanna Landing was discussed, but no resolution has been made on the subject. The subject will be put on the Selectmen's agenda for next week.

**Parks Director:**

With the approval of the Parks Director position at the Town Meeting, the commissioners studied the final draft of the job description. Lane made a motion to accept this final draft, and Mahan seconded. Jessica will put it on the town website tomorrow. Peters has put the advertisement for the position on the Maine Municipal Association website, the town's website, in the Lincoln County News, Craig's List, Indeed.com and JobsinMe.com. The ad will run until approximately April 20<sup>th</sup>.

**Cell phone:**

There was a discussion regarding getting a new cell phone plan for the commissioners, especially with the addition of a Parks Director. Research needs to be done first on this.

**Mailbox for Parks:**

Pendleton did some research with the Bristol postal clerk regarding whether they can receive mail at Ellingwood. There did not seem to be any obvious issues, they would just need to put a mailbox up in front of the building.

**Secretary Duties:**

The commissioners discussed the need for some assistance with some secretarial duties . Pendleton requested that Melanie Tilton assist with some extra duties until a parks director is hired and trained. Items such as sending out letters for the area maps, creating park passes, re-typing operations manual, and other duties as needed.

**Parks Passes:**

There will be no change in park pass prices. The renewals for park passes will take place at Ellingwood, Pemaquid Beach and Lighthouse Park. New park passes will be made at Ellingwood once training has taken place.

**Opening Day Preparations and Timeframes:**

John Tilton advised he would turn the water on at Ellinwood within the next week or so. Maintenance will begin at LHP around the second week in April. The Lighthouse will open on Friday May 5<sup>th</sup>, with a tentative open date of June 14<sup>th</sup> for Pemaquid Beach.

**Supplies:**

A new cash register is needed for Ellingwood as well as locking cash bags for transporting the money.

**Waste Bags for Hanna Landing:**

Pemaquid Watershed Association wants to provide dog waste bags at Hanna Landing to help maintain the water quality levels. All agreed this was a good idea.

**Sign:**

Pendleton has done some research into prices and types of new signs for Ellingwood. He will do further research. The present sign was thought to be of possible use at the Beach for advertising different events.

All other items not discussed were tabled for future discussions.

Meeting adjourned at 7:50 P.M .

