

**Bristol Parks & Recreation
Bristol Town Hall
April 19, 2016**

*Commissioners present: Sandra Lane, George Sawtelle
Also present: Kristine Poland, Sandee Brackett*

The meeting was called to order at 6:00 p.m.

Minutes:

A motion was made by George Sawtelle to approve the minutes of April 12, 2016. The motion was seconded by Sandra Lane and carried.

Chair Rentals:

Following general discussion on recent receipts from chair rentals, a motion was made by Sandra Lane to reduce the rate from \$3.00 to \$2.00 effective immediately. The motion was seconded by George Sawtelle and carried. Some chairs will need to be replaced at Lighthouse Park this season. Commissioner Lane will check into the availability of approximately 50 stackable chairs to be used for events at Beach Park. A motion was made by Lane to table discussion to the next meeting. The motion was seconded by Sawtelle and carried.

Authorization to Transport Daily Receipts:

A motion was made by Sawtelle to authorize Sandee Brackett, Sandra Lane, Doreen Leopold and John Tilton to carry money to the Town Office. The motion was seconded by Lane and carried.

Film Shoots and Booking:

A motion was made by Lane to keep Melanie Tilton (wedding and events coordinator) informed of any activity which requires insurance, and to keep a calendar of events at each park and at the Town Office. The motion was seconded by Sawtelle and carried. Commissioners will request that a donation be made by the maker of the documentary about artist Alan Magee to be filmed at Beach Park.

Maine Tour Connection:

Reviewed and signed group tour reservation for August 27, 2016 from 3:45 to 4:30 pm. The admission charge is \$55.00.

Area Guides and Lighthouse Handouts:

A motion was made by Lane to renew Bristol Area Maps and accept payment at Town Hall. The motion was seconded by Sawtelle and carried.

A motion was made by Sawtelle to have Sandee Brackett order Lighthouse Handouts. The motion was seconded by Lane and carried.

MacPhee Contract:

Reviewed and signed contract with MacPhee Enterprises for the Beach Park pump out and additional work to the facilities at Lighthouse Park and Beach Park. The contract was originally signed at the March 15, 2016 meeting.

Sports Fields:

A motion was made by Sawtelle to accept the proposal from Sports Fields for 2016 maintenance work. The motion was seconded by Lane and carried. Amendments to the proposal may be considered at a future meeting. Bids for protective guards should be solicited by the Parks Commission rather than the Little League. The Commission may consider asking the school to contribute as the field is used for their sports program. Further discussion was tabled to a future meeting.

Annual Training:

Annual staff training will be held Monday May 2nd at 4:00 pm at the Town Office. A Power Point presentation and wireless mics may be used so that everyone has an opportunity to hear and understand the training. Sandee will contact Colleen Nichols and Ben Slocum to advise them of the required training.

Human Resource Policy Manual:

The Town Administrator will distribute HR manuals to members of the staff who are currently working on Friday April 22nd at 9:00 am.

Weddings:

There was general discussion regarding the intent and repercussions of waiving fees for weddings and other events to various groups. The Commissioners will consider waiving fees for Town employees at a future meeting.

Executive Session:

A motion was made by Lane to enter executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to discuss a personnel matter. The motion was seconded by Sawtelle and carried.

The meeting adjourned.