

Bristol Parks & Recreation
Ellingwood Park Information Center
July 26, 2016

Commissioners present: Clyde Pendleton, Sandra Lane, George Sawtelle
Also present: Kristine Poland, Bob Strachan

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

Minutes:

A motion was made by Pendleton to approve the minutes of July 19th. The motion was seconded by Sawtelle and carried.

Cellphone Payoff:

The cellphones will be paid off as soon as the Parks Commissioners receive their credit card. Promotional cards received at the time of purchase will be used at the same time.

Sign Letters:

The sign letters ordered through the Town Office were expected to be delivered by FedEx on or about July 12th. Pendleton subsequently ordered a new set which has been delivered.

New Hire:

Met with Bob Strachan regarding a position at Beach Park. Strachan is currently employed and is able to work mainly weekends to start. Beach staff currently works on a rotating schedule and Bob's first scheduled week will be Friday July 29th through Monday August 1st. The position requires rotation between the booth, grounds and rentals. Park rules were discussed in general and Bob was given a copy of the policy manual, two shirts and a vest. He will stop by the Town Office to complete required paperwork prior to the 29th and Sandra Lane will conduct an orientation of Beach Park on Thursday July 28th at 9:00 am. Starting pay is \$10.50 per hour with a .50 cent raise following 30 days if all goes well.

Floats:

Sawtelle provided a draft letter to float owners who are in violation of the time period for removal. A disposal fee has yet to be determined by the Parks Commissioners. Pendleton will contact Lou Morton for names and addresses and letters will be sent by Town Office staff via registered mail. The deadline for removal will be August 15th.

Chicken Barbeque:

The commissioners may ask someone else to handle the meal preparation rather than Parks staff. All costs associated with the event and anticipated revenue need to be reviewed prior to making a decision. The Town Office will provide information from last year for review.

Olde Bristol Days:

The Parks Commissioners will attend a meeting Tuesday August 2nd at 6:00 pm at the Fort House to coordinate with the Olde Bristol Days committee. This meeting will be in lieu of their regularly scheduled meeting.

Credit Card:

An application for a credit card is in process. The company requires additional documentation which shows that the Board of Selectmen grants authority to the Treasurer to apply for credit.

Area Maps:

Map changes will be delivered to the printer later this week.

Special Events:

Files for events such as the lobster bake, bean supper and chicken barbeque will be kept at the Ellingwood Park office for ease of reference. Parks invoices will also be kept at the office and will be photocopied by Town Office staff on a weekly basis.

Bylaws:

Pendleton continues to review bylaws from other communities.

Time Clocks:

Discussed timeclocks in general. Pendleton will contact Reilly's to see what type of system they use and how it works.

Fee Schedule:

It was suggested by Lane that the fee schedule be reviewed later in the year.

Adjourned.