



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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Parks and Recreation Advisory Board - Meeting Minutes

Wednesday, January 10, 2018 at 6:30pm

Auburn City Hall Room 204

Members Present: Dana Staples, Misty Edgecomb, Sabrina Best, Belinda Gerry, Howard Fogle and Suzanne Roy

Absent: Tim Cogle

1. Approval of Minutes

****Motion:** to **APPROVE** November Meeting Minutes by Belinda Gerry /seconded Misty Edgecomb, 5-0.

2. Recreation Directors Report

a. Winter Festival update – The brochure is done and has been posted online and hard copies are going to the schools and businesses later in the week. Sabrina talked about sponsorship levels being lower in years past with some businesses deciding to provide in-kind services vs. cash donations. With the lower levels of cash donations Sabrina suggested being able to use \$2,000 out of the Recreation budget; “Community Programs” that was originally dedicated for LA Arts to be apart of Winterfest. LA Arts was not able to support an event or program within Winterfest so those funds are still available.

****Motion: Recommend using the \$2,000 from the Community Programs budget line towards Winterfest expenses, subject of approval from the finance director. Dana Staples/second by Howard Fogle, 5-0.**

b. Winter Brochure – the brochure is out and posted online, all the programs have been opened in the registration system. Liz Allen from the Communication Dept. put all the write-ups together and created the interactive links in the brochure to the registration website.

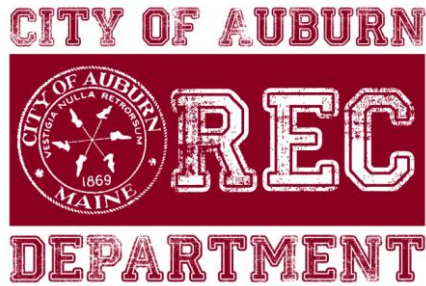
c. Huddle Up Group – Sabrina and Dana spoke to the Huddle Up presentation and the report that was provided to the public. There were some questions that were generated from the report which is a good way to start the discussion. How to fund the suggestions to move forward is a big component that will be the pivotal decision to keep this movement going. The report did try and focus on events and programs we already are offering and ways to build off them rather than starting from scratch. Overall consensus was that it was well received but the funding question was the big roadblock.

3. Work in Progress

a. Strategic Planning Meeting – Sabrina has not been able to connect with Denise Clavette yet on this but will hopefully have a better update at the next meeting.

4. Sub Committee reports

a. Senior Community Center Facility – Belinda talked about Pete being the new senior coordinator and is making the transition easy from Jan’s retirement. The group feels the Kitchen is the main priority and should be the primary focus moving forward. Belinda also discussed the ability to



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hold emergency warming shelter and other last minute groups to help decrease the impact on Hasty programs and not have to cancel. Dana mentioned the new committee Mayor Levesque created with Leroy Walker and Belinda Gerry chairing which is focused on Senior services throughout the city. Belinda updated the group saying they are in the process of defining what this committee will look like and cover in topics. Once there is more concrete info Belinda will bring info to the next meeting. Sabrina expressed her concern with the committee and who it reports to and how will these concerns be addressed to city staff.

b. Parks Subcommittee - Misty said the Parks group is meeting with Rosemary Mosher in the GIS dept. and beginning the stages of updating the park finder on the website in a StoryMap.

c. Municipal Beach Workgroup – Misty is compiling info and interested members to get this started. Since the meeting Sabrina has been asked to put together a basic report on the history and current conditions of the Beach for the council so they can determine how they would like to move forward with this topic.

5. New Business

a. CIP Budget Proposed FY19 – Sabrina went through Recreation’s proposed. There was good support in the Tot Lot updates and then the Festival Plaza sound system and possibly adding a way to have bathrooms up top for safe access to the porta potties.

b. Budget Proposed FY19 – Sabrina did a quick run through and touched upon the major changes. The staff salaries line focused on changing the permanent part time senior programmer position into a full time custodian. Now there are 3 facilities in Pettengill that are all updated and there is no full time custodian dedicated to cleaning and basic maintenance. Right now we rely on volunteer Workfare individuals who are waiting for their green cards. Other change in this line is adding a Deputy Director position which would be the GM of Ingersoll. These changes would only increase this section by \$15,000 but is offset by decreases in other line items. Recreation and Ingersoll are already working together with staff, resources, and events so it would finally give the authority for the GM to make decisions in Recreation when Sabrina is out or not available. There was a major decrease in Water/Sewer; this was from traditional numbers in the past, along with Natural Gas. Sabrina thinks that when Recreation was built out of Public Works they took estimated numbers and they were never changed or updated after the years to reflect actual usage. There was an increase in Equipment due to the football program needing all new helmets which is a onetime major expense, along with tables and chairs. Community programs changed a little by eliminating a stipend for the two senior groups and changed into a Senior line to help offset Recreation senior programs vs. outside organizations. There was also an addition for a line item of new programs, this will allow the programmers to start new programs that will have initial start up cost and not have to reflect that in registration prices (Charging \$25 vs. \$225).

6. Adjourn

****Motion:** to **Adjorn** by Howard Fogle/Second by Misty Edgecomb, 5-0