



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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Parks and Recreation Advisory Board - Meeting Minutes

Wednesday, May 9, 2018 at 6:30pm

City Hall Room 204

Members Present: Dana Staples, Misty Edgecomb, Sabrina Best, Tim Cogle, Suzanne Roy, Rick Martel, and Belinda Gerry.

1. Approval of Minutes

****Motion:** to **APPROVE** April Meeting Minutes with the correction of \$45,000 for the Senior Center in CIP by Belinda Gerry/seconded by Dana Staples, 6-0.

2. Recreation Directors Report

a. New position; Director of Recreation and Sports Facilities and they have selected the current Recreation Director Sabrina Best. There was a question about how the Advisory board would be utilized with the new department. Sabrina talked about using the advisory board as the public engagement with the process of merging. The approach will be a slow and steady transition to help create a solid plan and vision rather than rushing into the merge. This change will open the door for more collaboration across all three divisions and thus the board will be a key element when it comes to Norway Savings Bank Ice Arena and the Ingersoll Turf Facility budget, CIP, future plans etc.

b. Current Budget/CIP Update – The current budget and CIP have been presented and since there have been an assessing error that has put a strain on the current FY18 and proposed FY19 budgets. The Recreation is being proposed at a -0.2% and Sabrina will give the Recreation Presentation on Monday May 14. There is a possibility that department heads may need to reduce their requested amounts to help make up for the assessing error.

3. Work in Progress

a. PAL Photography project sent in a proposal for use of the Arts and Culture budget for a photography project. Sabrina provided the proposal of \$1,500 and there is currently still \$10,000 not being allocated for this FY18. There was a request to send the proposed LA Arts budget for FY19. **MOTION: “Motion to support the funding from the Recreation-Arts and Culture budget line item for the PAL photography program up to \$1,500.” Motion by Dana Staples/second by Misty Edgecomb 6-0.**

b. 150th Celebration – Sabrina provided an update on the internal and public steering committees. The first items being identified is the need for a logo, list of events, and then sponsorship and donation packets. The logo should be selected soon and there will be an unveiling event at the Ice Arena with the logo being put into the ice. There is talks about having a New Years, Birthday, and EL Reunion events as highlights on top of adding things to already existing events (Summer and Winter Festivals). There was a suggestion about adding an ice bar to Summerfest.



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4. Sub Committee reports

a. Senior Community Center Facility –Belinda asked about the equipment Rolly’s donated and Sabrina reported that crews were able to pick everything up but unfortunately the crew guys tried three times to get the stove out of the door but was unable to do so. Peter Ceprano has been assigned to work with the Senior programs and the new Age Friendly Committee. There was also discussion on offering a Movie in the Park at the municipal beach and have that being an Age Friendly or older generation movie. Sabrina talked about the financials, each movie costing \$200-\$400 depending on the movie and company. If we are able to find a sponsor this would be something staff could look into adding to their plate.

b. Parks Subcommittee - Misty Edgecomb reported the group is looking to move meetings to a new night to try and help increase new members.

c. Municipal Beach Workgroup – There was a meeting with the YMCA, City Staff, and the Mayor about the development in water quality and how we could work together in providing programs and staff for the location if re-opened. It appears that the City will move forward with testing the water this summer to help develop a plan.

5. New Business

a. New Program Procedure – Sabrina talked about trying to develop a better system with implementing and approving funding for Arts and Culture line item. There is now a New programming line item that will need the same type of structure with approvals. Sabrina talked about using the board to bring proposals to and the board can determine if they support the program or not. The New Programming line items would be for 100% Recreation ran programs, where as the Arts and Culture funds could be for local civic groups to submit a proposal. Suzanne mentioned seeing the Schools getting involved with Art Walk or Art in the Park.

b. Promotional and Marketing Policy – The staff is still working on this topic and the best way to follow city policy and complying with the Communications Division. Staff is trying to develop a system and procedure that helps avoid multiple changes and updates and is detailed with when and what will be promoted in various methods. The goal is to inform the public without being annoying and having them unsubscribe or stop following our media pages etc. It’s a tough balancing effort and not everyone will be happy with the outcome, but we need to develop something that has the best intentions for the whole community.

c. July and August Meetings – Sabrina mentioned holding either or both the July and August meetings at a restaurant or park. This idea was well received, and more details will be talked about at the next meeting.

6. Adjourn

****Motion:** to **Adjourn** by Misty Edgecomb/Second by Dana Staples, 6-0