

City of Auburn, Maine

Recreation Department

Sabrina Best, Director

48 Pettengill Park Road | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

Parks and Recreation Advisory Board - Meeting Minutes

Wednesday, Aug 9, 2017 at 6:30pm

Auburn City Hall Room 204

Members Present: Tizz Crowley, Belinda Gerry, Dana Staples, Howard Fogle, Suzanne Roy (Absent; Misty Edgecomb).

1. Approval of Minutes

a. It was discussed that the minutes need to be sent out at least two days prior to allow for sufficient time to review. It was also mentioned that the Agenda should be posted and emailed at least two days prior to the meeting as well. Tizz asked if the recordings be uploaded onto the website if possible. Belinda asked for an updated list of expenses spent on the Senior Community Center Project. There was a request that at the next meeting there be a final cost breakdown for the project. There was discussion on clarifying the Senior Center Cost list provided in the minutes to state the date of when the cost list was created (Not Aug 2017).

****Motion:** to **TABLE** approval of the July Meeting Minutes Tizz Crowley/seconded by Dana Staples, 5-0

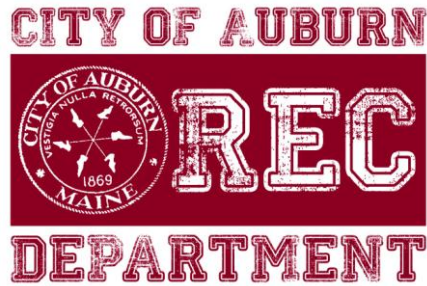
2. Recreation Directors Report

a. Sabrina Best, Recreation Director, provided an update on the Hasty Memorial Community Center renovation project. The only item left was fixing of the Women's Shower so it would drain properly this will be scheduled for when Summer Camp is over. The Senior Community Center looks to be on target for being completed at the end of August. It will not have any amenities and will have to share tables and chairs with Hasty and Ingersoll in the meantime.

b. Fall Brochure will be put together the week of Aug 14 and hopefully up a running with the rough draft by Friday Aug 18. This will be sent out via E-Alert, Website, Facebook. It was suggested that we advertise or post the new brochure in the Auburn Highlights, Twin City Times, and Gleason Media, possibly look at buying the back page of the Adult Ed booklet that is mailed out to all residents to let residents know where to go to get recreational information.

c. Water Testing at Municipal Beach, there was an update that all information has been submitted to City Administration and staff is waiting on their direction to move forward.

d. Upcoming Events; Summer Festival is Aug 11-13 at various locations. Red Table Picnic is Aug 18 in combination with the Art Walk and now the Balloon Festival. Festival Plaza was doubled booked but staff was able to work with all events to make it work for that weekend. There was discussion on the need to get the promotion for the event out NOW in order to have a successful event. There was a note to make sure the fountain is turned off with enough time for the area to dry out. The Open House or "Pettengill Park Appreciation Day" will be Sat. Sept 16 10am-2pm. There was talk about reaching out to the Veteran's Club to do some type of tribute to the baseball field. There was also a suggestion to hold demonstrations of various activities such as Pickleball.



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

48 Pettengill Park Road | Auburn, Maine 04210
www.auburnmaine.gov | 207.333.6601

3. Work in Progress

a. Strategic Planning Meeting, Wednesday Sept. 20th from 6-8pm at Hasty Community Center. There is a basic list of invitees that was submitted to Sabrina prior to the meeting. There is a need to create a basic list of questions for the meeting. Dana and Tizz talked about the meeting held about Ingersoll and there was a list of 6 questions that was asked to collect data and information to help with the planning stages of the conversion. Suzanne mentioned that we should focus the questions on items in the Boards Goals and Objectives list. Tizz mentioned a book of Recreation Master Plan which would be a great resource to follow in developing the meeting agenda, minutes, and flow. Tizz mentioned that the open house theme show Pettengill as the Heart of Recreation in Auburn.

Action Item: Sabrina will develop some questions and send out for board's approval and suggestions. Tizz asked for the book of Recreation Master Plan back.

4. Work Completed

a. None

5. Sub Committee Report – Senior Community Center Sub Committee (Belinda)

Belinda discussed the open house and the ideas the committee had for that day; refreshments sell cookbooks, survey etc. There was discussion on whether or not staff time should be used for fundraisers and that there was a lack of process with the development and approval of fundraisers. Sabrina clarified that moving forward any fundraiser any group or committee would like needs to be submitted in a proposal letter to her, when appropriate she will share with the board for their approval. This will help monitor staff time being spent on fundraising efforts vs. programming. There was also discussion on creating basic tri-fold brochure to help promote the facility and programs once opened.

6. New Business

a. Communication – there was discussion on the frustration a new resident may have if they don't have internet where do they go to find out all the information for the Recreation Dept. There was a suggestion about adding a postcard or mini flyer that is sent out with the tax bills to help eliminate mailing cost. Howard mentioned being able to help organizing a mass mailing if that is something we look into pursuing in the future. Suzanne talked about possibly having a recoding similar to the movies, which list upcoming events for the following week or month.

7. Adjourn – Motion by Tizz Crowley/ Howard Fogle second; pass 5-0.