

**RECREATION AND SPECIAL EVENTS ADVISORY BOARD  
MEETING MINUTES**

**September 10, 2014**

**6:30 P.M.**

**ATTENDEES:** Dave Gonyea, Ravi Sharma, Phil Savignano, Sue Patneaude, Dana Staples  
Dan Poisson, Dave Sterling and Tizz Crowley

**GUEST:** Leroy Walker, Howard Kroll, Adam Hill, Natasha Aston and Jim Dock.

**I. Review & Approve Minutes**

- Typo under seniors update. Add the word social in the mission statement.
- Minutes approved 4-0-1

**II. Moved to end of agenda** so Dave Gonyea could be present. It was stated that items taken out of order will be recorded in the minutes where they were discussed rather than according to the agenda to better reflect the actual order of the meeting.

**III. Seniors Update**

- Revised By-laws were sent to Ravi. The By-laws are now “Standard Operating Procedures”.
- SOP was reviewed and approved with one abstention.

**IV. Special Events Update – Two Main Purposes**

- **Establish a work group for special events.**
- Invite a representative from everyone on the special events list.
- Purpose: Establish a review process for special events (facilitator)
- Discussed what a special event was, groupings, major events, local events, recreation events, world events i.e., (Beach to Beacon) etc. Outlined terms. Bid to have events in Lewiston/Auburn to promote activities in Auburn, taking into consideration things to do in the area, hotels, etc.
- Coordinate the events using filters, i.e. locations, facilities, parking, public safety – things that impact the city, and how our resources are spent. Existing events: Balloon Festival, Dempsey Challenge, Winter Fest. Others are on a smaller scale and others are recreation oriented.
- **Task – to map out a calendar** – not only event, but what other expectations there are, i.e. posting to the city website, etc. Forms, checklists, etc. need to be created. Get a report back from each large event as to the benefit to the city from the event.
- Recommendation: The recreation department should be a resource, host meetings, etc., but not running the events, i.e. Winter Fest – creating brochure, signage, advertising on website, etc.
- When there is a complaint about an event, the city tries to help and guide what is going on. Events are supported by the city, i.e. advertising on the website, etc., but are not necessarily “sponsored” by the city. Tizz suggested that Winter Fest be turned back to Economic Development.
- The city has \$22,000.00 budgeted for special events. The recreation department spends money for Fright Fest, Spring Celebration, Box Car Drive-In Movie Night, etc. outside of that budget. Department staff is also used for these events.
- Leroy Walker stated that putting the Winter Fest into the hands of a work group would be detrimental to the event and could cause it to fail. He suggested that instead of trying to find people to put on the event without funding, that funding be sought from the city to enable the recreation department to effectively sponsor events such as this.
- **MOTION** to establish a work group to address a calendar process and review for events in the City of Auburn by Sue Patneaude. Seconded. All in favor.

**V. Advisory Board Press Release**

- Sue Patneade felt that she was not the right person to put a press release together. She will make another attempt.
- Seniors issue has been completed

**VI. Ingersoll – Public Information Session**

- Council reduced the amount in the bond from \$490,000.00 to \$250,000.00.
- Project will be a phased approach
- Phase I – Life safety issues – sprinkler system replacement, lighting replacement and installation of the turf. This will be completed over the winter 2014-2015.
- Phase II – all remaining items: heating system, locker room renovations. This will be put into the next budget CIP for FY16. CORDJA will be coming to the site to create a potential construction schedule and evaluate the existing needs.
- Programming is to begin in April, 2015.
- Next step: Cost analysis to determine hourly charges for rentals.
- Council has approved the project. Now the project should be fast-tracked so that it can open in a timely manner. Now that it has been determined what is needed, it needs to get started.
- **MOTION:** To recommend to the council that we move forward with the project pending confirmation of the \$250,000.00 by the city manager for the turf, lighting system and fire suppression. Seconded. Vote: 5 to 1

**VII. Open**

- Adam requested an application for a special event for mental health activities and meditation and prayer for peace for the world.
- Natasha Aston asked about a possible Earth Day event – not scheduled. Hasn't been one in about 3 years. She was encouraged to get an application. She also asked if the City of Auburn has a garden program. Councilor Walker responded that the city has no community garden, but that there is a program for planting flowers. Sue Patneade referred her to the Leeds gardening program.
- A third guest commented that he was excited about the Ingersoll project moving forward. Offered to help out where he could. He made a commitment to be a user of the facility once it is open for Men's League Pick-Up Lacrosse. All they need is lights, heat and turf and they would commit to the facility for their league play. The existing lights could be caged for protection. Regulation games would not be able to be played in this facility, but they would still want to use the facility for games. He suggested removing the locker rooms as he felt they wouldn't be needed.
- Update – Twin Cities Holiday Celebration and Parade of Lights – 35 to 37 Floats. Date: Dec. 3, 2014 (Wednesday). Sponsor is Center Street Dental again. Website: [lewistonmaine.gov/holidayla](http://lewistonmaine.gov/holidayla). They will highlight all holiday events.

**VIII. Adjournment**