

RECREATION AND SPECIAL EVENTS ADVISORY BOARD
MEETING MINUTES
November 12, 2014
6:30 P.M.

ATTENDEES: Ravi Sharma, Howard Kroll, Phil Savignano, Dana Staples, Dan Poisson, Eric Audette and Tizz Crowley. Denis D'Auteuil was also present.

ABSENT: Sue Patneaude, Dave Sterling and Dave Gonyea

I. Review and Approve Minutes

A. No minutes to approve. No meeting in October.

II. Process/Method of Dissemination of Information

A. How the board wants to handle information when a meeting is not going to take place.

1. Members have to let Ravi know if they are not going to be at the meeting. It is assumed that members are going to be attending the meeting.
2. Dave calls Ravi to find out who has responded to the meeting email.
3. Minutes and Agendas are sent out through email, with a request for each member to reply to the email as to whether or not he/she will be in attendance. Not everyone is replying. We need to know if there is a quorum.
4. Ravi stated that it is easier for him to put out the agendas and minutes when he hears from members. If he doesn't hear back, he assumes that the member isn't coming. Everyone agreed that they would respond to the email.
5. If a meeting is cancelled, it will not be made up, but will move forward to the next scheduled meeting.
6. Due to inclement weather, if Auburn Hall is closed, the department would be closed as well. If known 24 hours in advance, an email will suffice.
7. If the meeting is going to be cancelled at the last minute, Tizz prefers to receive a phone call.
8. The board agreed that if 3 members can be present, the meeting will take place.
9. If a meeting is cancelled, Ravi will ask someone to put a notice on the doors that the meeting is cancelled.

III. Open Session (Moved to accommodate a Boy Scout who is working on a badge.)

A. A Boy Scout named Andrew Herrick was present because he is working on a badge and needed to attend a meeting. He said he guessed the meeting was "cool". He also needs to make a poster of the City of Auburn and locate places on the map. He also has to complete 8 hours of volunteer work. He enjoys downhill skiing, and will be working at the up-coming ski swap.

IV. Committee Updates

A. Special Events Committee – Phil Savignano and Tizz Crowley

1. Phil stated that he and Tizz believe that special events and community events belong under Economic and Community Development with someone from the advisory board on the committee. A calendar should be developed and put on the Economic and Community Development website, i.e. Dempsey Challenge, Liberty Festival, Winter Festival, etc., for which the city would solicit larger corporate donations. These should also be in the budget.

2. Some “special events” are fund raisers, i.e. Triple Crown, and many of the road races are raising funds for a specific group. The Dempsey Challenge is also a fund raiser. The return for the city has to be measured in the fact that we now have a new hotel, and Auburn businesses benefit from these events.
3. A question was raised as to what impact the board was going to have on any of the special events and what are the expectations from the board as these events unfold?
4. City resources are used by all of the special events. They should be going through an application process. Each one of them costs the city money. If the list of events is advertised on the city website, residents would have access to the list and could choose to participate, even if only to observe. It is believed that all of the major special events should be handled through the Economic and Community Development Department.
5. A vote would have to be taken by the advisory board to recommend that the responsibility for special events should be moved to the Economic and Community Development Department and that recreation programs/events would remain with the recreation department.
6. Tizz moved that the advisory board recommend that the responsibility for the special events be moved under the Economic and Community Development Department. Seconded by Dana Staples. All in favor.

V. **Ingersoll Update**

- A. Status: Cordjia Consulting is going to get the design and plan to the Fire Marshall’s office for approval. Once that is completed, bids will be sent out. Decisions will have to be made at this point as to what can be included in Phase I and what will have to wait for Phase II. The facility will be a turf facility. There are some safety and code issues that needed to be addressed. The building has to be brought up to the new code.
- B. Hoping to open by April, but we do not know the exact timeline.
- C. A business plan is being prepared and updated financials are being worked on.
- D. Tizz stressed that there must be a demonstration that there will be enough use in the building in order for it to pay for itself.
- E. Dan Poisson stated that this will be a difficult project to do in phases. If the turf is put down and then the lights need to be changed in the second phase, that work could damage the new turf. If it is not done all at once, it can be more costly. He said that it needs to be done right or not done at all. The money should be allocated up front, instead of \$250,000.00 for Phase I and \$250,000.00 for Phase II. The entire project will be bid out at one time.
- F. The biggest challenge with the project, according to Denis D’Auteuil, is that we don’t have the numbers. No decisions can be made about what to include in Phase I until the numbers are known.
- G. Howard Kroll asked Tizz if she felt that the council would be willing to reallocate some of the un-spent CIP money to cover the Ingersoll facility. She felt that they would.

VI. Winter Festival/Special Events

- A. Planning process has begun. The dates are February 6th, 7th & 8th, 2015.
- B. Successful activities from last year are being planned again for this year. The organizations and individuals who helped with those events will be contacted again. The sponsor letter is being put together, along with the sponsorship levels to go out in the mail. We're always looking for new sponsors as well. The schedule and activities list is being planned.
- C. A brochure will be printed once all the activities are determined and the schedule is in place.
- D. Tizz suggested having a "Tortiere" (French meat pie) challenge.
- E. Members were encouraged to contact Ravi with any activities that people might be interested in, or organizations that might want to sponsor an event.
- F. The goal is to have enough events going on that people can pick and choose what they want to do.
- G. This event is crucial to the survival of Lost Valley.
- H. The ski association is hoping to offer 1/2 day ski day on half day Wednesdays and have kids bussed to Lost Valley from the schools.

VII. Open Session (re-opened)

- A. Tizz requested that the seniors newsletters be made available on the website.
- B. Ravi informed the group that a new program has begun at the recreation department called "Pickleball" for those 40 and over from 9:00 to 11:00 a.m. on Tuesdays and Thursdays. The cost is \$2.00 per resident and \$3.00 per non-resident. The department would like to schedule some time for this program in the evenings. There was a suggestion to do an introduction session during Winter Festival.

VIII. Adjournment – Motion to adjourn by Dan Poisson. Seconded by Phil Savignano. All in favor.

Respectfully submitted:

Jan Biron
Administrative Assistant