



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, Oct 11, 2017 at 6:30pm

Auburn City Hall Room 204

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

1. Approval of Minutes

****Motion:** to **APPROVE** August Meeting Minutes by Dana Staples/seconded Misty Edgecomb, 6-0

****Motion:** to **APPROVE** September Meeting Minutes by Dana Staples/seconded Misty Edgecomb, 6-0

2. Recreation Directors Report

a. Sabrina Best, Recreation Director, upcoming events include Adult Basketball with some leagues having more teams than in past years. This puts a strain on gym time but staff is working on seeking addition gym time elsewhere throughout the city. Fright Festival is coming up on Oct 27. Belinda raised concern on the LA Chamber Halloween event that may be competing with Fright Festival. Sabrina was going to follow up with this item.

b. Projects – The Backboard replacement project is scheduled to start next week. The Softball Fence will need to be put out in RFP due to quotes being over \$25,000. Senior Community Center had the parking spots lined in between the building and Hasty. There was not an increase in the number of spots from the original design but the new design provided more spots closer to the entrance.

3. Work in Progress

a. Strategic Planning Meeting – the notes were providing and Dana asked everyone to review these notes along with the attached survey results for the next meeting in November. There was clarification that the Huddle Up Sports Tourism group will be back in December to present their findings. *When their visit days/time is set the board would like to know.* There was a recap of community members present at the meeting along with the discussion. Sabrina talked about how the numbers may have been low, but the quality of the discussion was very valuable and useful. So overall the meeting felt like a success. The online survey will help also provide information from those not able to attend. Dana talked about enjoying the discussion around the members present pushing for activities outside of your traditional Recreational Programs but more grass roots recreational opportunities. Dana added that he went off script and asked the group what the best method to advertise programs was. Wrapped up with regrouping for next month.

4. Work Completed

a. Strategic Meeting



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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

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

a. Belinda Gerry began her report by discussing the groups options with asking for additional funds to finish the kitchen. The stove will be the biggest expense for the kitchen due to the hood being needed for the gas stove. The board gave direction for Belinda to work directly with Sabrina on coming up with a basic design and quotes for the kitchen. From these quotes Sabrina will be able to have an idea on how much to ask for in the CIP for FY19. There is a need for new Bingo equipment, tables, chairs, and some other basic items. Belinda talked about how much fundraisers have brought in and is that enough to start making any purchases? There was also a question on what has been added to the budget for overhead cost and what has not.

Sabrina will try and get a hard number of fundraising revenue for the next meeting. Sabrina will provide a break down for the items added into the Recreation Budget for FY17

6. New Business

a. Winter Festival Committee – Sabrina and Dawna are meeting one on one with groups holding events to get the ball rolling. Once these have concluded there will be 1 big Winter Festival meeting with all groups and organizers. Sabrina talked about having a new approach to this year's event where all events will have their own lead coordinator who will work with Sabrina and staff. Staff will then focus their efforts on the events list and promotional items. There is hope to have the City host the Ice Bar if possible but this will depend on what other groups decide to offer on specific nights. Sabrina mentioned trying to hold this 'big' Winter Festival meeting at night similar to Holiday Celebration to hopefully increase community participation.

b. Senior Center Rental Fee – There needs to be a fee set for birthday rentals, staff recommended \$75 an hour for 2 hours minimum. The funds generated from the Senior Community Center will go into their own special revenue account so those funds can go back to the facility and only this facility. There was some discussion on who is charged and non-resident charges etc. *Sabrina was going to bring this back to staff and research other places in Auburn and provide feedback at the next meeting.*

7. Adjourn – at 7:30 pm by Howard Fogle, second by Suzanne Roy; passed 6-0.