



City of Auburn, Maine

Recreation Department

Sabrina Best, Director

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Parks and Recreation Advisory Board - Meeting Minutes

Wednesday, December 13, 2017 at 6:30pm

Auburn City Hall Room 204

Members Present: Dana Staples, Misty Edgecomb, Sabrina Best, Belinda Gerry, and Tim Cogle

Absent:., Howard Fogle and Suzanne Roy

1. Approval of Minutes

****Motion:** to **APPROVE** November Meeting Minutes by Tim Cogle/seconded Misty Edgecomb, 3-0-1 Belinda abstained

2. Recreation Directors Report

a. Sabrina Best, Recreation Director, went over the CIP budget being due end of December, FY2019 Budget is due mid-January. ***Sabrina will email CIP list to the board*** for any comments before it needs to be submitted. Misty asked about maintenance being included, Sabrina confirmed that any maintenance related item would be built into the Budget. Security Camera's and Senior Center Phase II with the Kitchen updates were the main items for CIP. Ice rinks was another concern, the current location of the Chestnut Ice Rink is on the field and this creates a dust bowl for the Lacrosse and Football practice fields; unsafe conditions. Misty expressed concern and the need to look to move this rink to another location. There was discussion on looking into the purchase of a portable rink that includes a liner, boards etc. ***Sabrina will research prices and report back to the group.*** Belinda mentioned working with Community Development to utilize CDBG, Community Neighborhood Grants, TIFF funds to help fund improvements to Union St. park and Chestnut Field to help with the ice rink issue, improvement of fields, upgrades to the basketball courts etc.

b. Budget Community Programs – At the next meeting the board will have the rough draft of the FY19 Budget to really address the Community Program line items; specifically the lines that offer funds to the 2 local groups; 1st Auburn and New Auburn. Robin Dow has requested that if the other two groups receive funding that they also be considered. The board seemed in consensus that if any senior programming was to get funding it should be the Recreation Programs vs. outside organizations. ***More discussion will occur at the next meeting.***

c. Winter Festival update – A list of events was included in the agenda, the highlighted items are not confirmed 100%. All events will be finalized at the end of December and promotional items will be sent out beginning of January. Contact with volunteers will occur next week to start assigning roles and volunteer lists. There was a suggestion about reaching out to a new Craft Beer (Old Cellar Door). Staff is working with the Communication office and GIS office to create a cool interactive electronic story map that is mobile friendly.

d. Events – Senior Programming will be undergoing a change with Jan Biron retiring at the end of the month. Peter Ceprano will be taking over a good portion of the senior programming. Peter has already developed 3 months worth of programs that will include a new drop-in time on Mondays.

e. Other Updates – There was an Ingersoll and Norway Savings Bank Arena update.



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3. Work in Progress

a. Strategic Planning Meeting – Sabrina will be meeting with Denise Clavette to analyze the results and put it together in a report. She will report back at the next meeting on that progress.

4. Sub Committee reports

a. Senior Community Center Facility – Belinda mentioned concerns on the Cheerleader group that was sharing the Senior Center space. She will work with Peter and staff to try and get this issue resolved before it gets out of control. Peter Ceprano will continue to oversee the cheerleading program so he will follow up with them. Belinda discussed the need to set-up the office with a computer, phone, and desk so volunteers have a place to set up shop. Belinda talked about continue to work with Sabrina on the Kitchen for CIP. *Sabrina will email the cost list from the original wish list.*

b. Parks Subcommittee - Misty said the Parks group is done with their tour of parks and is in the process of typing up their notes. They are hoping to create a Plan of Action for each park and then update the list each year with an annual tour of parks. Chuck is hoping to really focus on Mt. Apatite and create a trails day to help with maintenance of the trails. Sabrina also mentioned the Parks group working with GIS office to create more interactive Parks website.

5. New Business

a. Municipal Beach – Sabrina brought some documents on the beach and park, primarily the lease agreement that talks about what the City is responsible for with maintenance and upgrades.

****Motion:** “Create a workgroup on the Municipal Beach with the goal of developing a plan of action for opening the beach summer 2018.” Dana Staples made the motion/Belinda Gerry second, 4-0. Misty was appointed lead on the work group and Belinda express interest in also serving on the work group.

b. Council Representation – It was discussed to amend the by-laws to add council representation in the member list. Dana suggested the group hold off on this request until it can fill all the vacant spots on the board. Everyone seemed to agree with this idea, there are now 2 vacant spots (with Belinda now serving as council liaison per appointment by Mayor Levesque). New members can be from wards 3, 4, 5.

6. Adjourn

****Motion:** to Adjourn by Dana Staples/seconded by Tim Cogle, 4-0