



## 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, July 12, 2017 at 6:30pm

Hasty Community Center

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

The Meeting began with a walk thru of the newly renovated Hasty Community Center and then the Senior Community Center that was in the middle of construction.

#### **1. Approval of Minutes**

**\*\*Motion:** to accept June Meeting Minutes (with changes) Tizz Crowley/seconded by Dana Staples, 5-0 (Suzanne absent).

#### **2. Recreation Directors Report**

a. Sabrina Best, Recreation Director, provided an update on the Hasty Memorial Community Center renovation project. (Pictures included at end of minutes).

b. Hiring of three new staff, (press release is at the end of the minutes along with job descriptions.)

#### **3. Work in Progress**

a. Strategic Planning Meeting, Wednesday Sept. 20<sup>th</sup> from 6-8pm, (Comprehensive plan for recreation is included at the end of the minutes). Sabrina will compile a list of invitees for the next meeting.

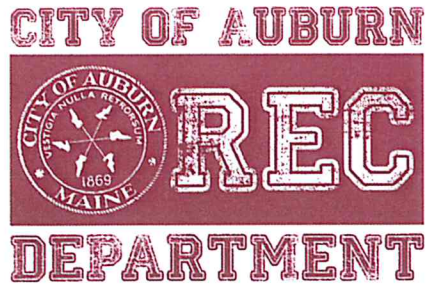
*Action Item: All members come up with Who should be invited and What to ask/discuss. Mission Statement added to agenda template.*

#### **4. Work Completed**

a. CIP Baseball Field – have been given the green light to use the funds for the softball field instead of baseball field.

#### **Sub Committee Report – Senior Community Center Sub Committee (Belinda)**

Belinda discussed the change of the meeting to the 2<sup>nd</sup> Tuesday of the month at 1pm at the Hasty Community Center. This group is looking for a list of items needed and prices so they know how much and what is needed. (List of items and estimated prices is attached at the end of the minutes). The Advisory Board tasked the Sub Committee with coming up with a list of needs for when they open (chairs and tables etc), fundraiser list to be approved by the board, inventory of donations.



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#### **5. New Business**

- a. Senior Programming – tabled
- b. Water Testing at Municipal Beach is being looked into by staff to create a plan of action for addressing the issue of swimming. Tizz mentioned trying to get this plan in place by January 2018. Tizz provided the history around the issue and the timeline for when it was reopened.

#### **6. Adjourn – Motion by Howard Fogle/Tizz Crowley Second by; pass 5-0.**

## MEMO

DATE: June 21, 2017

The Auburn Recreation Department is happy to announce the addition of three new faces to the staff;



Darcey Webster has been brought on board as the new full time Administrative Assistant to cover all main office duties. Darcey comes to the department after working the past year in a part time role as the customer service representative in the department. Prior to working in Auburn, Darcey worked in various capacities in The South Portland Parks and Recreation dept. for 6 years. She currently is the assistant softball coach for Bates College in Lewiston and is active in many adult sports leagues in the area.

Dawna Daigle, an Auburn Native, has joined the staff full time as a Recreation Specialist with her primary role to oversee youth enrichment, summer day camp, family and special events as well as other various programs. Dawna brings a new level of energy to the department with new ideas for programs and a history of the community. Dawna, an Edward Little 2011 Alum, currently coaches JV Basketball for the Eddies as well as Track.



Michael Muise, another Auburn Native, joins the staff after working for the local Auburn YMCA for the past few years. Michael will be working as a Recreation Specialist and will be programming for the Ingersoll Turf Facility as well as the Recreation dept. Michael brings an expertise in fitness programs and activities and will be a big addition to the already diverse skill set of the department staff. Michael, an Edward Little 2008 Alum, is very active in the local adult league world and is very active in the youth baseball programs in town.

Auburn Recreation Director, Sabrina Best has this to say about the new hires; "I am very excited to have the addition of these three come on board at the Recreation Dept. Dawna, Darcey, and Michael each bring their own unique skill set that will help us provide a more diverse offering of programs and services to our community."

###

**Job Title:** Recreation Specialist**Reports to:** Recreation  
Director**Grade:** 4 - Full Time**Supervises:** Recreation program staff**Department:** Recreation**Revised:** 5/4/2017

*This job description does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change. The essential functions listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

## I. Job Summary

The person in this position must possess all of the necessary skills, abilities, licenses, and certifications to fulfill the responsibilities and obligations of the Recreation Specialist function as it relates to all local, state, and federal guidelines. The Recreation Specialist plans, budgets, coordinates and supervises all aspects of the City's recreation programs and special events. In addition, this position requires adaptable skills and abilities, the use of independent judgment, and a supportive organizational attitude. Finally, work outcomes and outputs need to be consistent and supportive of departmental mission statements, administrative goals and objectives, and the overall corporate culture.

## II. Essential Functions

- Plans, schedules, coordinates, and supervises all aspects of the recreation programs including but not limited to Youth and Adult Sports Leagues, Adult and Senior Fitness, Special Events, and other community programs;
- Promotes through advertizing and other materials various activities and programs offered by the Recreation Department. Distributes information about recreation activities;
- Prepares cost estimates and revenue projections for recreation programs. Works with Recreation Director in preparing annual recreation budget;
- Recruits, interviews, performs background checks and selects personnel to operate the recreation programs;
- Assists with orientation and training for all part-time, seasonal and temporary recreation program staff;
- Supervises or performs direct program operations (in the absence of part-time employees or volunteers) such as officiating games, teaching classes and running programs;
- Maintains records of program participants, equipment, materials and facility use, personnel hours and total cost of programs;
- Establishes and maintains contacts with outside agencies to provide recreational activities;
- Issues, inspects and collects the equipment and supplies used during recreation activities;
- Inspects and recommends the repair or replacement of recreational equipment;
- Assists with planning, writing, organizing and producing the department's annual program brochures;
- Assesses the Recreation Divisions equipment needs; prepares and distributes requests for the price quotes and/or bids; purchases equipment;
- Organizes and supervises programs directly;
- Mediates conflict between part time, seasonal, temporary staff and volunteers, program participants and/or parents of program participants;
- Reports information to the public through social media, fliers, newspapers, and television;
- Coordinates with Recreation Departments in surrounding communities for programs and special events;

- Provides a safe work environment for program participants and staff, adheres to all safety regulations, trains staff in safety regulations, reports known safety hazards to the City Safety Coordinator;
- Works effectively and productively with supervisors, co-workers, direct reports, program participants and parents of program participants;
- Completes required documentation, including, but not limited to: a monthly report, safety reporting, monthly financial report, the 12-month planner, training reports, personnel documentation, business visitation reports, mandated local, state, and federal reporting, and the necessary reporting requirements consistent with administrative goals and objectives;
- Possesses cognitive ability for research, analysis, problem solving, and articulating findings;
- Differentiates between employing situational leadership or management skills to affect the greatest possible impact as it relates to productivity, corporate culture, and administrative goals and objectives;
- Develops, maintains, and implements service plans for employees and customers in accord with administrative goals and objectives and overall corporate culture;
- Follows all applicable administrative SOPs;
- Efficiently articulates, either verbally or in writing, financial and operational activities as necessary to other individuals or groups;
- Develops systems for record identification and record retention in accord with local, state, and federal regulations, including freedom of access regulations;
- Performs other duties as assigned.

### **III. Duties and Responsibilities**

- Advocates for the public, City employees, and administration in a manner that is consistent with corporate culture and administrative goals and objectives;
- Develops and maintains a departmental employee orientation, SOPs, and the departmental reference libraries or documentation necessary for the effective and efficient operation of the department;
- Is present at group and team meetings, and participates and engages in group and team activities and behaviors;
- Identifies economies of scope as it relates to organizational efficiencies and effectiveness, and implements accordingly;
- Upholds the Chain of Command in accord with administrative goals and objectives and local municipal code and charter;
- Shares and informs other staff of relative local, state, and federal laws that may affect the financial or operational performance of the other department(s);
- Develops and maintains a workplace environment conducive to employee productivity, conveys a professional public image, and is organized in terms of computer/paper file management, document management, and information management;
- Possesses and/or develops the necessary skills and abilities to effectively and successfully administer senior management activities including, but not limited to, developing/directing, staffing/recruiting, coordinating, budgeting, source document, capital planning, and facilities management, data and financial analysis, and professional reporting;
- Offers suggestions as to how the organization can improve; identifies weaknesses and forwards said information to supervisor.

- Refrains from engaging in activities that are not commensurate with training, or outside the scope of one's authority; Possesses and continuously develops the knowledge necessary to fulfill the duties and responsibilities of this position and profession;
- Manages interpersonal dynamics; mediates; manages conflicts and issues; handles emotionally charged situations; identifies and solves problems; maintains a positive attitude; remains flexible to ever-changing situations; obtains and maintains a State of Maine Driver's license, and has a good driving record;
- Immediately reports to supervisor any activities witnessed, or made aware of, that violates city policies including, but not limited to, workplace violence, sexual harassment, as well as any waste, fraud or abuse of city property or equipment.

#### **IV. Additional Knowledge, Skills, and Abilities**

Recommended Qualifications include:

- Bachelor's Degree in Recreation or similar field;
- Certified Parks and Recreation Professional;
- Three years of experience in supervising and organizing recreational programs;
- Coaching experience and/or experience in administering youth programs;
- Knowledge of objectives and principals of sound public parks and recreation programming principals;
- Knowledge of sound supervisory techniques and performance management;
- Knowledge of budgeting;
- The ability to establish and maintain effective working relationships with supervisors, staff, public officials, community groups, and the general public;
- Proficiency with computer technology as it relates to this position and the organization's changing needs.

#### **V. Working Conditions/ Physical Requirements**

The work environment of this position includes:

- High level of physical demands while conducting recreation programs of special events, including running, jumping, lifting heavy objects, and standing for long periods of time;
- Regular office environment at Hasty Memorial Community Center as well as outdoors including the sports fields, playgrounds, and parks areas. Work environment also includes driving personal vehicle as well as a passenger van. Activities occur in all types of weather conditions;
- Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, climbing and squatting in the performance of daily activities; also requires grasping, repetitive hand/finger movement, using keyboards and other office tools.

## E. RECREATION (AND OPEN SPACE) POLICIES

### PURPOSE

The purpose of the Recreation Policies section is to identify recreational and open space assets within the City of Auburn; and to set forth goals, objectives, and strategies for the preservation and development of facilities to meet the future needs of the community.

#### Recreation Goal:

**Goal E.1:** Provide for adequate recreation facilities and open space in Auburn.

### VISION

Auburn maintains and enhances parks and recreational facilities to serve its current and growing population. The City emphasizes the cost-effective planning and management of facilities; and the development of connections between parks, sports fields, open spaces, and recreational centers.

The City places a priority on developing recreational access to the community's rivers including boat launches, parks, and trails. Auburn will collaborate with nonprofit organizations, landowners, and recreational clubs to maintain safe access to rural open space for a variety of users including hikers, skiers, snowmobilers, and cyclists.

Cultural entities such as the Great Falls Center and Plaza are well-maintained. Events and festivals continue to attract residents and tourists to the downtown area.

### POLICIES

#### E.1 RECREATION AND CULTURE

*Goal E.1: Provide for adequate recreation facilities and open space in Auburn.*

**Objective E.1.1:**

Ensure that there are adequate municipal recreational facilities to meet the needs of residents throughout Auburn.

*Strategies to achieve this objective:*

<b>Policy Reference</b>	<b>Activity</b>	<b>Primary Responsibility</b>
Ch1-B.1.2.a	Water supply – require applicants to document sufficient water supply	Planning Board & Staff
Ch1-B.2.1.c & Ch1-I.2.2.a & Ch2-FLUP	Sewers – work with property owners and developers to upgrade sewers to serve Growth Areas (see FLUP)	City Manager & Council & Economic Development Department
Ch1-C.1.2.a & Ch3-A.1.a	Emergency services – support joint local and regional police and fire services	City Manager & Council
Ch1-C.1.2.b	Emergency services – develop police volunteer program	Police Chief
Ch1-C.1.2.e	Emergency services – provide police and fire services to airport and Intermodal facility to meet Homeland Security requirements	Police & Fire Chiefs
Ch1-C.2.3.a & Ch1-2.10.c	Public works/transportation – limit the need for new roads	Planning Board & Staff
Ch1-C.2.3.c	Public works – upgrade aging roadways using most durable materials	Public Works Director
Ch1-C.4.1.b & Ch3-A.2	Municipal services – expand joint services	City Manager & Council
Ch1-D.1.2.a	Historic – provide information to owners of historic properties	Planning and Permitting Department
Ch1-D.1.2.b	Historic – provide information on historic properties and programs to real estate agents	Planning and Permitting Department
Ch1-E.1.4.d	Open Space – support participation in current use assessment programs	Planning and Permitting Department
Ch1-E.1.5.a	Recreation – support network of trails in rural areas	Parks & Recreation Department & Snowmobile Clubs
Ch1-E.1.6.a & Ch3-B.2	Cultural – collaborate with Lewiston and the region on cultural venues and activities	City Manager & Council
Ch1-F.1.2.a	Population – continue to provide a range of housing opportunities	City Manager
Ch1-G.2.8.b	Transportation – enforce truck route designations	Police Department
Ch1-G.2.12.c	Transportation – make enforcement of speed limits a priority	Police Department
Ch1-G.3.2.d	Transportation – participate in regional commuter transit programs	City Manager & ATRC/AVCOG

<b>Policy Reference</b>	<b>Activity</b>	<b>Primary Responsibility</b>
Ch1-C.2.2.b	Public works – conduct citywide recycling campaign	Public Works Department
Ch1-C.4.1.a	Municipal services – hire a grants coordinator	City Manager & Council
Ch1-C.5.1.a	Emergency management – identify facilities that can be used as emergency housing	Director of Emergency Management
Ch1-C.5.2.a & Ch3-A.1.b	Emergency management – address large-scale emergency response needs	Director of Emergency Management
Ch1-E.1.2.a	Recreation – develop riverfront access campaign	Parks & Recreation Department
Ch1-E.1.2.b & Ch3-B.1.a	Recreation – connect recreational facilities along river to facilities in other communities	Parks & Recreation Department & Conservation Organizations & City Council
Ch1-E.1.4.b	Recreation – coordinate efforts to provide network of publicly accessible open space	Planning and Permitting Department & LAWPC
Ch1-F.1.1.a	Schools – improve the quality of the City's school system	School Committee
Ch1-H.1.2.c	Community development – manage “cut through” traffic in residential neighborhoods	Community Services Department & Police Department
Ch1-I.1.1.c	Economic development – implement the ADAPT Plan and include New Auburn in Downtown TIF District	City Manager & Council
Ch1-I.1.1.d	Economic development – promote downtown Auburn and New Auburn as business locations	Planning and Permitting Department & Economic Development Department



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<b>22.0 PLUMBING</b>									
ADA Toilet	2	2	ea	\$	750.00	\$	800.00	\$	1,500.00
Compliant Commercial 3 Bay Kitchen Sink w/ Sprayer	0	0	ea	\$	1,100.00	\$	1,420.00	\$	-
Residential Sink w/ Faucet	1	1	ea	\$	300.00	\$	400.00	\$	350.00
ADA Restroom Lavatory & Faucet	1	1	ea	\$	740.00	\$	770.00	\$	755.00
Commercial Kitchen Handwash Sink	0	0	ea	\$	450.00	\$	625.00	\$	-
New Mop Sink	1	1	ea	\$	250.00	\$	350.00	\$	300.00
Domestic Water Piping	80	120	If	\$	13.50	\$	15.00	\$	1,800.00
Piping Insulation	80	120	If	\$	9.00	\$	10.00	\$	1,200.00
Sanitary Piping	40	60	If	\$	30.00	\$	32.00	\$	1,920.00
Floor Drains	1	1	ea	\$	380.00	\$	400.00	\$	390.00

Subtotal: \$ 6,170.00 \$ 8,440.00 \$ 7,305.00

<b>23.0 HVAC EQUIPMENT &amp; CONTROL</b>									
Design-Build HVAC System	1	1	al	\$	24,000.00	\$	24,000.00	\$	26,000.00
Gas Piping and Kitchen Equipment Connections	0	0	If	\$	6.50	\$	8.00	\$	-
Make Up Air Unit w/ Reheat for Kitchen	0	0	ea	\$	13,000.00	\$	15,000.00	\$	-
Restroom Exhaust Fan	1	1	ea	\$	300.00	\$	400.00	\$	350.00
Dryer Ducting	20	30	If	\$	17.50	\$	20.00	\$	475.00

Subtotal: \$ 24,650.00 \$ 29,000.00 \$ 26,825.00

<b>26.0 ELECTRICAL</b>									
Electrical Sub Panel	0	0	ea	\$	700.00	\$	1,000.00	\$	-
Relocate kitchen outlets to counter height (GFCI)	3	3	ea	\$	205.00	\$	615.00	\$	637.50
New Duplex Outlets	6	6	ea	\$	175.00	\$	180.00	\$	1,080.00
New Duplex (GFCI) Outlets	2	2	ea	\$	205.00	\$	220.00	\$	440.00
LED Wraparound (High Lumen)	11	11	ea	\$	225.00	\$	2475.00	\$	425.00
LED Wall Luminaire (Wall Mount)	1	1	ea	\$	310.00	\$	310.00	\$	2,750.00
LED 2'x4' Troffer	14	14	ea	\$	225.00	\$	250.00	\$	3,150.00
LED Emergency Lights	2	2	ea	\$	40.00	\$	80.00	\$	3,325.00
LED Exit Sign	4	4	ea	\$	40.00	\$	45.00	\$	90.00
LED Exit Sign with Emergency Lights & Remote Heads	1	1	ea	\$	120.00	\$	130.00	\$	180.00
Electrical Wiring and Conduit	1,250	1,500	If	\$	3.50	\$	4.00	\$	170.00
Misc. Electrical (breakers, etc)	0	0	al	\$	750.00	\$	750.00	\$	125.00
Security & Fire Alarm System Revisions	1	1	al	\$	1,000.00	\$	2,000.00	\$	6,000.00
				\$	1,000.00	\$	1,000.00	\$	5,187.50
				\$	2,000.00	\$	2,000.00	\$	-
				\$	1,000.00	\$	1,000.00	\$	-
				\$	2,000.00	\$	2,000.00	\$	1,500.00

Subtotal: \$ 13,745.00 \$ 17,150.00 \$ 15,447.50

Total Base Bid: \$ 98,875.70 \$ 119,746.75 \$ 109,311.23

**Mark-Ups**

General Conditions	12.0%	\$	11,865.08	\$	14,369.61	\$	13,117.35
Overhead & Profit	6.0%	\$	5,932.54	\$	7,184.81	\$	6,558.67
Construction Contingency	10.0%	\$	9,887.57	\$	11,974.68	\$	10,931.12
Bid Climate Adjustment	0.0%	\$	-	\$	-	\$	-
Location Adjustment	0.0%	\$	-	\$	-	\$	-
State Wage Rate Adjustments	0.0%	\$	-	\$	-	\$	-
<b>Total Mark-Ups:</b>		\$	27,685.20	\$	33,529.09	\$	30,607.14

TOTAL ESTIMATED PROJECT COSTS: \$ 126,560.90 \$ 153,275.84 \$ 139,918.37

**Assumptions**

- 1) Opinion of Probable Cost is based upon current program requirements and current market conditions as of August 2016
- 2) Low range is based upon minimal potential equipment and programming requirements as well as best value pricing.
- 3) High range is based upon fluctuations of market material and labor pricing.
- 4) Project delivery is considered to be competitively bid.
- 5) Work is anticipated to be performed during normal working hours.
- 6) Access to work areas is considered non-restrictive and can be performed during regular business hours in all areas
- 7) No costs for environmental considerations (i.e. asbestos or lead removal) are included.
- 8) No reductions for potential Efficiency Maine incentives are included.

**Auburn Senior Community Center Sub-Committee  
Pettengill Park Rd.  
Auburn, Maine 04210**

**City of Auburn Recreation Advisory Board  
Pettengill Park Rd.  
Auburn, Maine 04210**

To Fellow Recreation Advisory Board Members and Sabrina, Rec. Dept. Dir.:

The Auburn Senior Community Center Sub-Committee met yesterday (July 11<sup>th</sup>, 2017) at 1 p.m. in one of the side meeting rooms in the Hasty Community Center.

We discussed & covered many things including my comments and feelings expressed at the last Rec. Advisory board meeting. The sub-committee members present agreed that this represented their position at times as well.

As you requested and I guess directed this is the information & action we would like to request from City Staff for you to put forward and request for us.

In order for us to move forward with our charge from you, the Rec. Advisory Board, we respectfully request:

1. Update of what was covered by the monies the Auburn City Council kindly gave towards our Senior Community Center project.
2. Are there things/items not covered that we need to have to be up to city code for us to open.
3. Items that we can take from Hasty to put in our Senior Community Center for our use such as tables and things or equipment for the Senior Community Center Activities coordinators/specialists or other Rec. Department Staff that may occupy the Senior Community Center's main office. Originally tables were bought and paid for Senior use and then the city purchased newer and light weight ones for use for Senior and Hasty for their functions.
4. How functional will the kitchen be in our Center? Will we be able to have the 3 bay sink we have requested or a sink system that meets Auburn Health code so that we can prepare meals for our needs or if the Community or any concern that may use or rent the place?
5. Kitchen serving window... Could one be put in now and in the next phase a better window covering be put in?
6. Proof of a credibility – some form of identification from Sabrina, Auburn's Rec. Director, to show to prospective donators or give to a businesses to show proof we are not scamming them as well as to be used in an email or regular mail mailings... ( We know whatever course we choose must be first run by Sabrina and her permission given before this type of activity is taken so she knows what is going on before she gets contacted by them as well as she knows what is allowed by the city as what rules we need to adhere to for fundraising.

7. Possible fund raising letter template to be used for a future mailing for money or individual item request for things needed for our Senior Community Center. (Again, we know it has to be run by her before we take action.)

We need answers to these question and the information so that we can plan fundraising endeavors and target prospective contributors and items to be donated.

Respectfully,  
Belinda Gerry  
Senior Community Center Sub-committee chair