



City of Auburn Recreation  
Department Dawna LaBonte',  
Director  
48 Pettengill Park Road | Auburn, Maine 04210  
www.auburnmaine.gov | 207.333.6601 ext. 2105

## Parks and Recreation Advisory Board - Meeting Minutes

Wednesday January 14, at 4:30pm (Senior Center)

**Members Present:** Julia Bergeron-Smith, Phil Savignano, Misty Edgecomb, Clare Murray, Merissa Beaulieu, Dawna LaBonte (Staff).  
Ryan Walker public visitor (potential new member)

**Absent:** Haley Warden

**Excuse Absences:** Motion to excuse Phil/Misty; all in favor unanimous

**Meeting Minutes:** November minutes approved Misty/Phil; all in favor unanimous  
December meeting was cancelled due to weather

### Welcome New Board Members:

- **Merissa Beaulieu:**
  - Grew up in Auburn
  - Involved in outdoor recreation for approx. 15 years and thoroughly enjoys it
  - Worked at LL Bean (multiple positions)
  - Registered Maine Guide
- **Clare Murray:**
  - Works at USM
  - Newer to Auburn, moved here about a year ½ ago from Colorado.

### Department Update:

- Dawna reviewed the staffing structure of the department

#### Organizational Responsibilities

Role Title	Primary Focus & Key Responsibilities	Direct Reports
Recreation Director	Executive Leadership: Oversight of all staff/programming/building management. Direct owner of Youth Camps and Major Annual Special Events.	All Department Staff
Executive Assistant (Rec, Ingersoll & PAL)	Administrative & HR Lead: Supports Director; logistical lead for Special Events. Manages PT staff onboarding and lifecycle.	Part-Time (PT) Staff
Recreation Coordinator	Adult Programs & Assistant Building Manager: Oversees building needs/scheduling for ASCC & Hasty. Reports directly to the Director of Recreation. Supports Senior and Youth Specialists.	Building Rental Staff; Specialists (as needed)
Recreation Specialist (Youth)	Youth Sports & Ingersoll Lead: Delivers Youth Sports programming and manages the Ingersoll schedule.	Program Aides; Ingersoll PT Staff
Recreation Specialist (Senior)	Senior Program Lead: Direct execution and development of all Senior-focused programming.	Program Aides

- Dawna notified the committee that PAL's budget will be part of Recreation's budget moving forward.
  - Dawna gave the committee the Spring brochure to review.

- Instead of unified basketball we will have open gym
- We will be offering Zumba and Bootcamp
  - Free classes on January 24<sup>th</sup> so that the public can drop in and see what it is all about.

**New Business/Open Session for Public:**

- **Recreational/open space district map request from Auburn's Director of Planning:**
  - Craig Sweet, project engineer for Terradyn Consultants, came in to discuss a subdivision on Old Danville Road. The actual site map was in old files located at the recreation office
  - A recommendation is going to be provided by the advisory board to the planning board regarding how they would best like to see the funds used for green space.
  - Another subdivision will be built on the corner of Manley and Rodman Road
  - The developer will pay the fee in lieu of on this project.
  - The advisory board will recommend where the funds will go.
- **Auburn's Comprehensive Plan Draft Policies and Actions for Parks and Recreation:**
  - Discussion about replacing signs in the parks (mainly Pettengill Park).
  - Plans will be put in place for Cleveland and Mt Apatite.
  - The group discussed possibly splitting Mt Apatite for different user groups (mountain bikers, hikers, snowshoers etc.)
  - Julia asked if three people wanted to meet to discuss this
    - Julia made a motion to have a smaller group (subcommittee) meet to discuss where the \$6,300.00 for 146 Manley Road will be best utilized and bring back to the board Clare/Misty; all in favor unanimous
    - Clare, Julia and Merissa are the group
- **Needs assessment:** Julia let the board know herself and Phil met with Dawna on December 31<sup>st</sup> to go over prepping a survey for the needs assessment. Dawna mention that the Civic Rec system can edit certain survey questions. Will work with Claire on good questions to submit!
- **Vacancies/resignations:**
  - Julia notified the board that there is still one seat open
- **City council member for PRAB:**
  - Haley asked a question, should there be a council member assigned to the committee and the answer is there is not a council member assigned. The mayor offered to attend a meeting. Julia thought perhaps March may work.
  - The committee thought that perhaps later in the year may be better

**Work in Progress:**

- **Strategic Planning:**
  - **Develop/Share List:**
    - Nicole Welch ~ Lewiston Recreation (Director)
    - Scott Annear ~ Edward Little (Principal)
    - Glen Holmes ~ Business and Community Development (Director)
    - Other community recreation departments

**Meeting was adjourned, Misty/Phil; all in favor unanimous.**

Next meeting will be held Wednesday February 11, 2026 – 4:30 pm – Senior Center