

**Town of Auburn
Parks and Recreation Commission
April 13, 2015**

In attendance were: Chairman, Mr. Dave Nye; Co-chairman, Kim Lufkin; Commissioners, Mrs. Lisa Canavan and Mr. Alex Eisman; Alternate Commissioners, Ms. Margie McEvoy and Mr. Pat Kelly; Selectman, Jim Headd; Facilities Manager, Armand Miclette; YMCA representative Mr. Chris Webster, concert series coordinator, Ms. Maureen Juliano, and Wayne Eddows field overseer, Zach Eaton. Mrs. Helen Hiltz was recording the minutes.

Concert Series

Ms. Maureen Juliano reported that entertainment has been booked for the two “Rock this Town” concerts and the “Hippy Dippy” coffee house. She asked if anyone knew of any availability to borrow risers or platforms for the coffee house. Mrs. Hiltz will check with the school. Mrs. Hiltz has also asked Pastor Ruth Gallot if the Long Meadow church basement would be available as a “bad weather” alternative for the concerts. Mrs. Hiltz informed the Committee that Ms. Juliano had asked if the sides of the gazebo could be opened to allow for easier access for the bands. Mr. Nye stated that he will investigate the possibility but safety concerns may prevent this from being accomplished. Ms. Juliano and Mrs. Hiltz attended the Deerfield coffee house on 4/11 to get some insight on what other towns are doing. The Deerfield coffee house is a semi-annual event that has been going strong for 25 years. They utilize the event for fund raising for various groups.

Senior Trip Update

Mr. Armand Miclette noted that there are three senior trip being planned for this year. The first trip is booked for an outing to Portsmouth/ Casco Bay on May 27th. Mr. Nye and Mrs. Hiltz stated that they would like to go on some of these trips to gain a better knowledge of the process and to offer any help that Mr. Miclette may need.

Duck Race

Mrs. Hiltz stated that the next Duck Race Steering Committee meeting was being held on Thursday, April 16th. She asked if there was any information, questions or suggestions

that Mrs. Lisa Canavan and she should be bringing to the table at the meeting. Mr. Nye stated that if the event goes into the evening, lighting would need to be considered. He also stated that he was under the impression that the road could only be blocked off for a certain period of time. Mr. Alex Eisman proposed that looking at a performance by a magician might be a good option. He also suggested that there be a naming the event competition. The suggestion was made to have a photo booth. Mr. Chris Webster suggested that we investigate Greg Sowa for that option. It was requested that the steering committee consider renaming the event. Mrs. McEvoy suggested "Auburn Fest". It was also suggested that the steering committee discuss what the combined budget for the event is.

Firehouse Flag Pole Dedication

Mr. Dave Nye stated that the original plaque dedicating the flag pole at the old firehouse has been mounted to a large stone. Mr. Nye is attempting to get granite curbing donated to encase the new flag pole location at Circle of Fun playground. Having a flag pole dedication ceremony at our first concert was suggested to Mr. Mike Dipitro and was received positively. Mrs. Maureen Juliano volunteered to sing at the dedication.

Signage on State Roads

Mrs. Hiltz has received the forms required to put up new signs on state roads. These forms will need to be filled out for future signage that may be considered.

Lawn Care Contract

Contract bids have closed and will be reviewed by the Board of Selectmen at the 4/13 meeting. The bids ranged from \$25,000 to \$43,195. The bid package included mulching, fertilizing, ant treatment application and bed maintenance this year. None of these activities were included in last year's contract. Mr. Miclette stated that there were problems encountered with our vendor last year. He strongly suggested that we go back to utilizing Parker Landscape. He stated that Parker always provided great service. Parker Landscape was not the lowest bidder. The Committee asked Selectmen Jim Headd if the lowest cost bid was always awarded or if other factors are considered. Mr. Headd stated that all factors would be considered in awarding a contract.

Spring Projects

Mr. Nye stated that the pic nic tables were put out today. He noticed that some of the tables were not in the best of working conditions and suggested that we purchase a couple of picnic tables per year to start replacing some of the damaged tables.

Mr. Alex Eisman made a motion to purchase a couple of picnic tables per year. Mrs. Lisa Canavan 2nd the motion. All in favor.

Mr. Miclette stated that the picnic table are ordered through the Picnic Table Factory. He will get a couple on order.

The toilets are scheduled for delivery on April 15th.

Mr. Nye stated that the following projects will be undertaken in the next few weeks:

Granite curbing around flag pole at COF

The walkway will be paved

Limbs will be trimmed and downed brush removed

Kid cushion will be delivered and spread the first week of May. The ground is too wet currently.

Flag pole lights need to be put up

Restriping the basketball courts

The skating rinks will be cleaned and resealed

Parking lots at the Safety Complex, COF and Wayne Eddows will be regraveled or fluffed as needed.

The fence at COF will be worked on

The current Wayne Eddows Field signs will be replaced

Mr. Zack Eaton received a quote of \$1300 to fix the back stop at Wayne Eddows from Center Line Fence. Other bids were as high as \$6,300. ***Mr. Alex Eisman made a motion to move forward with Center Line Fencing and spend the \$1,300. Mrs. Lisa Canavan 2nd the motion. All in favor.***

Chairman Nye has met with the Board of Selectmen and with Stantec on the Wayne Eddows Auxiliary Field project. The Board of Selectmen has agreed that since materials were being donated to reduce costs for this project, the P&R would not have to go out to bid for phase one if the cost remained under \$25,000. These are funds that have been budgeted and approved for 2015. The bridge and lighting will be part of phase two. Mr. Nye asked the Committee to approve the engineering expenditure of \$6,100 to get the project going.

Mr. Alex Eisman made a motion to approve the engineering cost of \$6,100. Mrs. Lisa Canavan 2nd the motion. All in favor.

Field Reservations

Mrs. Hiltz held a meeting to finalize field reservations with Auburn Clubs on April 1st. The clubs were extremely cooperative and worked the schedule to allow requested time by the YMCA and NHSSC. Mrs. Hiltz was notified by the Auburn Village School that they had moved the LAX program to the school field and would not need the Safety Complex Field. They would still need Wayne Eddows fields for baseball and softball. Mrs. Hiltz stated that NH Sports and Social Club (Mr. Elijah Quimby contact) has been reserving the fields at Wayne Eddows for years now and has worked very well with all town organizations and the YMCA. They have always treated the fields with respect and are now eligible for a seasonal rate instead of a single day reservation. Mrs. Hiltz noted that she has let Mr. Quimby know that while the seasonal rate will result in a rental reduction, the expectation of seasonal users is to work together to insure that field maintenance and purchases for paint, goals etc. are distributed among the organizations.

Mr. Alex Eisman made a motion to offer a seasonal rate to the NHSSC. Mrs. Canavan 2nd the motion. All in favor.

Mission Statement

Mr. Kim Lufkin stated that there should be three objectives to be considered in drafting a mission statement for the Parks and Recreation Committee. The three questions to be answered are:

1. What is our cause?
2. What are our actions?

3. What is our impact? I.e. seamless playground maintenance

The mission statement should be drafted in common language and be concise, clear and simple. Mr. Lufkin suggested that we take a few minutes at every meeting to discuss the mission statement. Mrs. Hiltz will look at the mission statement for neighboring towns our size and bring some suggestions to future meetings. She also noted that the town website was being revamped so the new mission statement would be appropriate for the P&R page.

Heritage Plumbing and Heating Field Reservation Field Request

Mr. Matt Daly has submitted a field request form for Heritage Plumbing and Heating to utilize Wayne Eddows field for a company party. They have submitted the \$30.00 fee and are considering a donation to the Auburn Moms Club for the hospitality that the town has shown. Mrs. Hiltz noted that if they are planning on using tents with spikes they will need to be directed as to where the sprinkler system is located.

New Business

Mr. Zack Eaton has let Mrs. Hiltz know that he is interested in filling the vacant P&R alternate commissioner position. As discussed at the March 30th meeting, Mrs. Hiltz will be posting the vacancy in the Village Crier.

Soccer Subcommittee

Mr. Chris Webster stated that the YMCA has postponed their start date to May.

Mr. Pat Kelly noted that they hope to start striping on Friday night.

Auburn Little League

Mr. Zack Eaton noted that cleanup day was scheduled for April 18th.

Mr. Eaton stated that the fencing repairs can be done before the start of the season. He also noted that the kiosk at the field has been knocked down. He suggested that the new kiosk be placed in the area in the middle of the Y of the walkway instead of off to one side.

Minutes

Mr. Alex Eisman made a motion to accept the March 9th and the March 30th meeting minutes. Mrs. Canavan 2nd the motion. All in favor.

Mrs. Lisa Canavan made a motion to adjourn at 7:50. Mr. Alex Eisman 2nd the motion. All in favor.