

**Town of Auburn
Parks and Recreation Commission
October 21, 2019**

Commissioners Present: Margie McEvoy, Vice Chairman; Pat Kelly; Zach Eaton; Dave Oliveira; Mary Royer; Todd Bedard, Selectman

Others Present: Amy Lachance, P&R Coordinator; Mike Dobmeier, Facilities Manager; Maureen Juliano

Storage- In the 2020 budget, Parks and Recreation is requesting \$4,000 for a shed for storage. Selectman Rick Eaton has proposed a storage building to the Board of Selectmen. This is an important issue for the Commission as we need storage for all our equipment for maintenance and programs.

Todd Bedard reported that the Town will receive \$42,000 from this State this year. This has been primarily set aside to finish the construction on the Police side of the Safety Complex. There will be some left over from those funds but there are no plans to how it will be used yet. There was discussion of possibly using those funds to build a storage building for Parks and Recreation as well as Police. It would basically be a “garage style” building with no lights, electricity, heat, etc. The estimated cost would be about \$45,000. Todd said he did not support this project. He did suggest that the money from the sale of the old fire station could be used for this project, but it would need to be voted on by the Town.

At this point, Todd will continue to update the Commission about the plans from the BOS to build a storage shed while we keep a 10 x 15 shed in our 2020 budget. We’ll discuss more at the November meeting.

Welcome New Commissioner- Patty Rousseau has been appointed as a new Commission. She is taking the place of Lisa Canavan who resigned last month. She will finish up Lisa term which will be up in March of 2020. Welcome Patty.

Budget Update- We are scheduled to meet with the BOS on Monday, October 28th to present our 2020 budget. We will be one of the last groups to present. The updated 2019 budget is attached. Still some projects underway but the majority have been completed for the year.

Skating Rink Update- We received \$4,000 in the 2019 to make repairs to one of the ice rinks. Mike Dross has talked to paving companies to see what they would suggest to repair what we have. He was told “don’t waste your money” and that any repair like this will not fix the problem. Amy has been researching a portable rink system. We could purchase something for one rink for approximately \$4,000. However, after talking with other rec. departments that have used this system, we’d a good amount of room to store this in the off season. The other problem is that the liners may need to be replaced every year or two. These liners could cost around \$500 to \$1,000 each. Amy suggested that we don’t use the \$4,000 to do either of those options and put approximately \$8,000 in the CIP for the small rink to be reconstructed and the larger rink a year or so after for \$10,000.

Coffee House Concert- Maureen reported that she’s all ready to go and would like to get in to the Longmeadow Church by 4:00 pm. There is a church breakfast that morning but that will be done long before. It’s been reserved for 3:00 pm until 9:00 pm. Margie is getting the refreshments and the church is serving free popcorn.

Trunk or Treat- Scheduled for Thursday, October 31 from 6-8 pm at the Safety Complex. We have 18 cars registered. The Auburn Fry Guys will be there. Trophies have been ordered for 1st, 2nd and 3rd places of “best trunk”. The Teen Council is going to hold a “best costume” contest. There is also a hayride planned to go through the woods (with the permission of the Manchester Water Works). Everything is ready to go. Just need good weather.

Polar Express Family Movie Night- The gym is booked and we have paid for the rights to movie all for Sunday, December 8th. The movie starts at 4:30 pm with the doors opening at 4:00 pm. Refreshments will be held in the cafeteria. Tickets will be \$5 per person with a limit of 200 people with tickets purchased in advanced.

Fall Programs- Over the past couple months, we held quite a few new programs that were a success including Teen Council (ongoing program that meets twice a month), Smartphone 101, Tai Chi (10-week session ends in November and a new session will start again in January. Currently 17 residents are registered), Junior Chef and Teen Painting Class. The Senior Trip on the Cannon Mountain Tram with lunch at the Woodstock Inn was a huge hit and sold out in two days and had a waitlist list 17 people long. Because the admission to Cannon was free for NH seniors, we were able to afford to rent a 15-passenger bus to accommodate most of the waitlist. Under normal circumstances we wouldn't be able to afford to take the extra residents. It was also very helpful with a group so large (69 residents) to bring extra staff.

Wayne Eddows Lights- The lights project is complete. Just need to settle up with Tom Skeffington.

Dedications Bricks at COF- The bricks are in thanks to Mike and Margie. Amy notified all who ordered a brick to let them know. We sold 36 bricks at \$50 each which left us with \$1044 after expenses that can be used towards future programs.

Responsibilities at Wayne Eddows for P&R/Little League/ASC- Amy brought up the topic since there sometimes is confusion of who is responsible for various tasks at Wayne Eddows. Over the years lots have changed within our department as well as Little League and Auburn Soccer Club. Mike recommended that we leave everything as it is now... if he and Margie are needed for a project or task at WE, they will take care of it. He said they currently go down every day anyway to make sure there is no vandalism, check the gate, move sandbags as needed, etc.

Zach is looking for assistance with the upkeep of the trash cans, especially in the Little League off season. If anyone sees a full trash can, he's requesting that it be brought to the dumpster. And if there is any lose trash on the ground; it needs to be picked up so the mowers don't go over it. Zach generally has volunteers to help during the 12-week baseball season in the spring. What he needs is P&R to take care of full barrels during the rest of the year. If Zach is there, he'll take care of it but it should be a shared responsibility. He has also specifically asked to have the field checked for trash before the mowers arrive.

Mike asked that the parent volunteers take more responsibilities and help with the trash as they used to. Zach said there usually help during the season but it's the off season that is the concern.

Going forward, Parks & Rec staff will take any full barrels to the dumpster if it was not already taken care of by the volunteers. They will continue to visit Wayne Eddows frequently throughout the week to check for lose trash especially before the mowers arrive.

There was discussion about the gate at Wayne Eddows. Margie commented that it was left open a lot. Although the league coordinators always shut it when they leave, it could be parents or coaches. Pat and Zach will again remind their volunteers.

Election of Chairman of the Parks and Recreation Commission - Patty Rousseau offered to fill the job until March when Lisa's term would have expired.

Ms. Kelly motioned to nominate Patty Rousseau for the position of Chairman of the Parks and Recreation Commission. Ms. McEvoy seconded the motion. The motion was passed unanimously.

2020 Landscaping Bid- The town is planning to put out the bid for the 2020 landscaping in October this year. They are looking for feedback from Parks and Rec to make any necessary changes now. There will also be a mandatory site visit for everyone that submits a bid. Zach has some feedback to share that is more reworded so it's clear. Everything will be sent to Dave who will compile everything to send to Town Hall. Some of the items that Zach suggested are...

- Mowing on Thursdays (need to be done by 2pm) so workers are out when school teams arrive. If rains, mow Friday am before we line the fields.
- Bag and dispose of all grass clippings / trimmings
- Blow cut grass clippings out of dugouts, off of the dirt infields and walkways.
- Brush hog twice a year instead of once on the outside of all fields to keep growth down
- Move bleachers, goals, sandbags, and tables if needed when mowing
- Weed whack weekly to keep places looking nice. In parking area as well if needed.
- If there is any trash on the ground accidentally please do not mow it.
- Field 3 + 6 need to be kept at an appropriate length for games. (approximately 1 3/4" - 2" for the infields and 2"- 2.5" for the outfields).
- All other fields should be kept between 2"- 2.5" while avoiding scalping and burning.

Facility Update- Everything is looking good and moving along as scheduled. Just a little more painting to do.

Little League Update- Just a few games going on this time of year. They had one game under the new lights at the same time soccer had a game with lights and there were no problems with the panel overheated. The field cleanup will happen over the next week or so. Winterizing will start soon as well. Zach will be leveling the wall ball area and put that up this fall/early winter.

Soccer Update- Two weeks left of the soccer season.

Review of Minutes- *Mr. Kelly motioned to approve the minutes from September 9, 2019. Ms. Royer seconded the motion. The motion was passed unanimously.*

Mr. Kelly motioned to adjourn the meeting. Ms Royer seconded the motion. The motion passed unanimously.