

**Town of Auburn  
Parks and Recreation Commission  
February 7, 2023  
6:00 pm  
Severance School Community Center**

**Commissioners Present:** Zach Eaton, Chairman; Margie McEvoy, Vice Chairman; Jennifer Strabone; Mary Royer; Pat Kelly; Dave Oliveira; Tom Carroll, Selectman Representative.

**Others Present:** Amy Lachance, P&R Coordinator

**Award Presentation**- Pat Clement and Mark Comeau were presented with the 2022 Helen Hiltz Community Service Award. Friends and family were present, and refreshments were served after.

**Severance School Update**- Severance was officially open on January 3, 2023, with a grand opening celebration. 7 programs were offering starting in January. All were very well received and many filled to capacity.

The Commissions received a copy of the Building Use Information sheet along with a code to unlock the front door.

**Wayne Eddows Parking Lot Project**- Zach has been in contact with the fence companies. Got a quote from a second company and it has higher than the first. The repairs that the Little League is planning will start this week or next week (through the Little League budget). Outfield fence of the 90' is getting on the schedule shortly, probably early spring.

Amy will schedule a time to discuss the new project with Mike Dross and Zach to firm up all the details. They'll need to take care of extending the culvert and some brush work.

**Wayne Eddows Parking Lot Gate**- Officer Hanson found the main gate open at Wayne Eddows over the weekend. Someone had recently been in there, tearing up the parking lot. He suggested we lock that main gate. In the past, we were told that the gate needed to be unlocked since it's a medivac site. After conversations with both Chief Pelton and Chief Williams, they said it was OK to lock the main gate. We'll install a Knox box so they have access in the event of an emergency.

The field is in the process of being closed in November and starts to open at some point in March. We'll officially have the gate locked from November 1 through April 1.

While there are cameras at Wayne Eddows, the only way to view the system is on the screen in the clubhouse. There was talk about possibly a T-mobile hot spot but even better would be to connect to internet. Options will be explored this year. If there was wi-fi, we could see the cameras remotely.

**Completed Programs-** There were 89 seniors who registered for the Senior Dinner To Go with 10 helpers. The event was a huge success. Other activities were listed on the monthly activity sheet.

**Upcoming Programs-** The Bunny Brunch is schedule for April 1. This year we are adding an egg hunt in the gym along with the brunch in the cafeteria. Also, Camp Adventure registration, with the addition of the third week, opened on February 1 at 8:00 am and by 4:30 pm, there was 1 spot open in the three weeks of camp.

**Refund Policy-** With many new programs, an official Refund Policy is needed so that we remain consistent with all cancellations. After discussion, the section on “Transfers” will be deleted.

*Ms Royer motioned to accept the Auburn Parks & Recreation Refund Policy as written after removing the Transfers section. Ms. McEvoy seconded the motion. The motion was passed unanimously.*

**Participant Code of Conduct-** The Code of Conduct was created to outline the expectation of all who are attending Parks & Rec programs. An important piece to add would be a line about social media use along with antibullying. Also, there was discussion about the line in the General section about bringing weapons to program, etc. While we don’t want minors to bring these items to our programs, we aren’t trying to say adults can’t bring to an event such as a concert or the fireworks show. The thought is to add “unless lawfully possessed by and adult” to that line. It will be posted that way for now but Amy will discuss this with the Police Chief to get input on what we should say.

Once completed, this Code of Conduct will be added to the registration process so everyone joining a program will have to acknowledge that they agree to this policy.

**Library Expansion/Community Center-** The Library has been working for a few years on an expansion of the current library along with the addition of a community center. Their planning has gained momentum and they have hired an architect to develop a design. If all goes well, they’d like to have it on the warrant in 2024 or 2025.

Their current plan is that this community center would replace Severance School with adequate space for all our program too. Amy will invite Dan Szczesny, Library Director, to our next meeting to discuss how Parks & Rec will fit in to the library expansion plan.

**Facilities Update-** Rink hasn’t had a good season. It was open for a couple days during the cold snap but that’s all. Overall, it’s been a very warm winter and the ice can’t stay frozen.

**Auburn Little League Update-** Registration is open for the spring season. Opening weekend is the first weekend in May. Evaluations will be held at the CYAA soon and winter clinics have been ongoing at USAA Sports.

SNHU has offered volunteers that could help at Wayne Eddows with spring cleanup. Zach will be thinking about what will be needed so we can get them scheduled.

**Auburn Soccer Club Update**- Registration will begin shortly. Pat is still searching for a replacement at ASC. There are a few leads but so far, no commitments. If necessary, ASC may need to hire help. All avenues are being investigated.

**Review of Minutes**- *Ms. Royer motioned to accept the minutes of December 6, 2022, Parks and Recreation Commission Meeting. Ms. Strabone seconded the motion. The motion passed unanimously.*

**Next Meeting**- The next meeting will be Tuesday, March 7, 2023, at 6:00 pm at the Severance School Community Center.

*Ms. McEvoy motioned to adjourn the meeting. Mr. Kelly seconded the motion. The motion was passed unanimously.*