

**Town of Auburn
Parks and Recreation Commission
Workshop Meeting
August 19, 2020
Auburn Town Hall**

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

Others Present: Amy Lachance, P&R Coordinator

Call to Order- Pledge of Allegiance

Ms. Rousseau motioned to go into non-public session pursuant to RSA 91-A:3, II (c) Reputation of Non -Board Member. Ms. McEvoy seconded the motion. A roll call vote was taken: Ms. Rousseau- yes; Ms. McEvoy- yes; Ms. Royer- yes; Mr. Oliveira- yes; Mr. Kelly- yes; Mr. Bedard- yes. All were in favor, the motion passed unanimously.

Mr. Bedard motioned to come out of non-public session at 6:22 pm. Mrs. Royer seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Mr. Bedard motioned to seal the minutes of non-public session. Mrs. Royer seconded the motion. A vote was taken, all were in favor, the motion passed unanimously

Facilities Maintenance Job Description- With the resignation of Mike Dobmeier, Parks and Rec will need to fill that position. This is a good time to review the current job description to be sure everything is up to date with the current needs of the department. The Commission just updated this job description so there many not be a lot to change.

Patty suggested that this position would mirror the position currently held by Margie McEvoy. She felt that both positions should be able to do the same duties (except for winter duties as Margie does not work in the winter). That way if one person is unavailable, the other can continue the work. Therefore, one should not be titled "manager" as the two positions would be equal.

The title was changed from Facilities Maintenance Manager to "Facilities Maintenance". There needs to be one more word added to the title such as "worker" or "staff".

Patty asked Margie exactly what she would do daily. Margie replied... walk the parking lots and parks for trash and needles, sweep off the big structure at the playground to clean off any lose playground chips, check screws and nuts on the structure to be sure nothing is lose, go under the structures to check for bees, check trash, check portaptotties to be sure they are in good condition, be sure everything in the park is in good working condition. Patty also asked Margie's opinion if she felt it should be a two person or one person job. She replied that if it would depend on the person and the number of hours. Some of the duties that require two people include... cutting tree branches, moving picnic tables and some special projects. Should the two positions not be able to mirror each other due to certain limitations, then the position that is in need of fulfilling should be able to handle all tasks that is required, and the currently filled position should be the second hand that is called upon when needed.

Margie feels that she may not be able to return until Spring 2021. There are a lot of unknowns right now.

With the unknown of when and if Margie will be back to work, at this time, we need to hire someone who can do the whole job. When there are jobs that require two people, we will work on that as we go and bring in special help if needed.

There was a discussion about the number of hours for this position. The average that is budgeted each year by the Finance Director is 12 hours for Margie and 15 hours for Mike per week based on 52 weeks a year for both. Because there is no work or less work for each position in the winter, they can do many more in the busy spring, summer and fall. It was determined that for the remainder of the year, 15 to 20 hours a week will be enough with the possibility of hours increasing as needed and sporadic in the winter. Hours will vary depending on season and activities. Generally, we know any special event dates well in advance.

The labor grade will be dropping to a grade 5 (starting at step 1 is \$16.28) from grade 6 (starting at step 1 \$17.40). The schedule will be a set time such as 7:00 am to 10:00 am. The new staff will also be expected to fill in and return daily time sheet and job checklist.

Dave and Pat were asked what was needed from this person regarding Wayne Eddows fields. Pat replied they should rearrange the goals and replace the sandbags after the mowers have finished (if the mowers do not do it). It would also be helpful if the new person had the knowledge or could learn how to stripe the soccer fields and line the baseball so that if soccer is in need or we have a private rental, that this person could handle it.

The person who is hired should be able to effectively work with all contractors as well as employees of other town departments.

The key for this job is flexibility.

The job description will be ready to go by the end of the next week. Amy and Patty will do the initial screening of applications/resumes and then start interviewing from there.

For now, the park trash is being taken care of by Dave Sylvia. Other projects are on hold for now.

Other Business- Someone hit the Parks and Rec truck as it was parked in the parking lot of the town hall. The truck is still useable. We have all the information about the driver. The claim has been submitted and we will get it repaired soon.

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