

PACPAC
Parks and Community Programs Advisory Committee Minutes
2/25/2020, 4 pm Mason-Motz Activity Center

Member/Staff Present: Karen Jones (chairwoman), Melanie Collins, Joel Glass, Melissa Price, Janet Dye, John Lane, Lucky D'Ascanio

Guest: Erin Cadigan, Communications & Outreach Coordinator (spotlight employee)

Meeting called by: Karen Jones, Chair

Note taker: John Lane

Motion to accept previous meetings minutes of November 2019 (no quorum at January meeting) and January 2020 were made, seconded and approved.

Meeting:

- Spotlight on Staff, Erin Cadigan – Communications & Outreach Coordinator
 - Erin's recent work has been assessing how the town communicates with residents and polling how the residents want to hear about town news.
 - Adding more information to a weekly public notice section of the Forecaster.
 - There were some questions about why the town does not make more use of video media / television to get information out to residents.
 - Erin is working with departments to help train staff about what information is relevant and important for residents to know.
 - Erin has been instrumental in organizing the Very Merry Falmouth function and the Town's Tercentennial celebration.
- From Lucky
 - The parks assistant has returned back to work full time status
 - The summer brochure is coming together nicely. The snow days this year have pushed back the start of the community programs summer camp. Community Programs will be running 2 weeks of "gap camp" at the end of the summer. Preschool camp and regular Day Camps will start the 29th and run 7 weeks.
 - The community programs staff is looking into a mobile / online program for employees to use to replace the timecards for employees.
 - Parks department is still moving snow. They have had a little time to do some projects.
 - Lucky presented an inventory of town properties that are parks and/or conservation lands and will continue to work with Maggie to create a baseline for comparison to other like sized communities in Maine and across the nation.

Next Meeting: Tuesday, August 18, 2020, 4pm