

PACPAC meeting minutes 11/19/19

Members /Staff present: John Lane, Karen Jones, Joel Glass, Janet Dye, Melanie Collins, Janice DeLima, Lucky D'Ascanio

- Motion to adopt the September minutes was approved
- Lucky summarized the October meeting, which was the semi-annual parks tour of the west side of town
 - The group visited all the outdoor spaces in the western part of the town.
- The department is dealing with two recent retirements; Les Libby, Parks Assistant retired at the end of October after 14 years of employment. His replacement Sam Hazelton started work in mid-October. Heidi Hugo, department Admin/Programmer announced her retirement in late October after 21 years of employment. Heidi's last day was November 15. Staff has interviewed 4 candidates and is ready to offer for the position. Other staff will be pitching in to assist with front desk duties to get through the transition.
- Parks Dept update
 - The department is planning for the winter. Trees are being wrapped for the tree lighting next month at Village Park and the gazebo prepared
 - Preparations for Winter Operations (plows, sanders, etc.) have begun as well as seasonal maintenance for equipment storage is underway.
- December 6, and 7th: A Very Merry Falmouth will take place again. The department will be assisting throughout the weekend which is "kicked-off" at the Tree Lighting on Thursday, December 5th 5:30-6:30pm at Village Park.
- The Winter/Spring brochure is being finished, with distribution and registration is scheduled to begin on December 10.
- Lucky is putting the finishing touches on the Senior newsletter for Dec/Jan.
- FPD did a safety and security assessment of the building
 - Overall, the assessment was good. The Town has been conducting assessments of all Town facilities and will be implementing new policies and procedures in the coming months along with training for all permanent employees.
- Lucky presented the NRPA Agency Performance Review benchmarks as they relate to the Town of Falmouth.

Next meeting: January 21st* (No meeting held in December)

.