

**Littleton Park and Recreation Meeting Minutes**  
**Monday, December 24, 2007**

Meeting time 9:00 – 10:00 am

Attending the meeting were Brian Richter, Gary Austin, GERALYN Miller, Sharon Martel, Karen Burgoyne, Kathy Gibbons

Specific skills and strengths that should be considered when interviewing candidates for the new Parks, Recreation, and Community Education Director of the Town of Littleton were discussed.

The following character attributes and skills were discussed (not in order of priority):

- A person with vision – progressive and creative.
- Long range planning – ability to project into future and plan
- Manage the big picture, leaving day-to-day operations to staff
- Responsive - Anticipates and/or determines need in community and responds with programming, equipment, space etc.
- Great people skills – personality being 90% of job. Communicate effectively in a job that deals with the general public and many types of personalities
- Share the current Park and Recreation philosophy of programming, being inclusive and accessible to all
- Strong fiscal management responsibility
- Strong technology skills
- Willing to go the extra mile
- Interested in long-term commitment. Department has a history of longevity.
- Although children are an important consideration and the Director must always keep them in mind, most importantly the Director must work well with adults

It was agreed that staff will be included in a final review. Final candidates will be taken on a tour of sites in Littleton that are used/managed by Park and Recreation. One commission member and a staff member will bring candidates on tour. Sites might include Long Lake, Prouty, fields, Fay Park, schools/gyms.

Meeting was adjourned at 10:00am.

The next meeting will be held on Monday January 14, 2008 at 6:30 pm in the Littleton Park and Recreation conference room.

Respectfully submitted,  
Geraldyn Miller