

**Littleton Park and Recreation Commission Meeting Minutes
Monday, September 8, 2008**

Chairman, Brian Richter, called the meeting to order at 7:00 PM

Attending the meeting were Brian Richter, Kate Hodges, Geralyn Miller, Jim Ray

Jim Ray motion: “To accept the minutes of Wednesday, June 14, 2008 meeting.”
Motion seconded by Geralyn Miller. All in favor, motion carries.

Geralyn Miller motion: “To accept the minutes of Friday, August 1, 2008 meeting.”
Motion seconded by Jim Ray. All in favor, motion carries.

Kate presented the tight tank septic design and plan that will be used at Long Lake beach. The plan was reviewed and the Commission suggested the following:

- Move the snack shack from its present location on the left of the boat house, to the right of the boat rental shack.
- Move the dumpster from the back of the boat ramp parking lot to the left of the boat house (where the snack shack is now located)
- Move the storage unit to the back of the boat ramp parking lot (current dumpster location)
- Move boat racks to the right of and against the boat house.

Geralyn Miller will contact Shriver Job Corp, Devens to request six wooden picnic tables painted green. Payment is cost of materials only.

Jim Ray motion: “To move forward and hire Linda Dee as Administrative Clerk, based on recommendations.”
Motion seconded by Geralyn Miller. All in favor, motion carries.

Lifeguard performance evaluations were presented by Kate and reviewed by the Commission.

Second quarter financials were presented by Kate and reviewed by the Commission.

Geralyn Miller motion: “To accept the second quarter financials.”
Motion seconded by Jim Ray. All in favor, motion carries.

The site plan for the pavilion that is being sponsored by the Littleton Rotary Club was discussed. The Commission suggested that the pavilion be sited in back of the swing set, off the side near the road.

With no other business to discuss, the meeting was adjourned by Chairman, Richter at 7:30 PM.

Respectfully submitted,
Geralyn Miller
Geralyn Miller

Not yet approved