

Town of Littleton
Parks, Recreation and Community Education
Regular Meeting Minutes -- October 15th, 2008

Members Present: Gary Austin, Fred Freund, and Brian Richter
Members Absent: Geralyn Miller, Jim Ray
Other Present: Kate Hodges, PRCR Director;

I. Chairman Brian Richter called the meeting to order at 6:51 PM.

I. Acceptance of Minutes

- a. Tables for next meeting date in November.

II. Correspondence

a. Kate Hodges distributed a proposal for a trail grant that was submitted by Mr. Rick Findlay on October 1st, 2008. The Commission reviewed the plan and will invite Mr. Findlay to a future meeting should the grant be approved by the State of Massachusetts to move forward.

IV. New Business

- a. Personnel Committee Meeting: Kate Hodges met with the Personnel Committee on Thursday, October 2nd, 2008. In this meeting the committee asked Kate to describe the Department's Personnel guidelines. Kate did this. The Committee said they were not abreast of all the details of the Department operations and were thankful for the clarity brought to the meeting.
- b. New Job Description for Asst. Director Position: Kate also discussed the ability to write a new job description for the Asst. Director's position that is currently in the classification table adopted for 2009. Currently, the Program Coordinator Position is held by Sharon Martel and is in the same classification grade as the Administrative Assistant position held by Kathy Gibbons. The jobs differ greatly in terms of confidential information, training, supervision, tasks and job requirements and should not be classified the same for the Department. An initial draft of the new Asst. Director position was handed-out and discussed. Changes will be made and brought back to the Commission at their next meeting in November.
- c. Abolishment of Program Coordinator Position: The Personnel Committee would like to see jobs that are currently unfilled to be removed from the classification table so it does not appear the Town has 'open' positions for hire. Kate has proposed to abolish the Program Coordinator position and to operate with an Asst. Director position only. A draft of this proposal will be drawn-up and given to the Commission at their next meeting in November for review before it is given to the Personnel Committee. Criteria for writing an effective job description and the Committee's classification criteria were given to the Commission.
- d. Pre-School/Early Education Program Proposal: A proposal for a pre-school consultant was given to the Commission. Linda Fiorillo interviewed for the Administrative Assistant position approximately 5 weeks ago, but was not given the job. Instead, the possibility of a preschool program was discussed

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with her. She agreed to work on the set-up process and develop curriculum to that end. She did not wish to work for the offered \$20.00 per hour that was proposed by Kate. She has written a proposal that she would work for \$150.00 for four hours, or \$37.50 per hour. At this time, this would put her position at a Grade 12, step 5-6. It was decided that this compensation was much too high, and the Department will seek other means of consulting. A long-term intern position was discussed. This was tabled for a future meeting to allow other avenues to be discovered.

- e. FY09-1st Quarter Financial Report: This report was handed out to the Commission. When program totals were added from last fiscal year to this one the following revenues were netted:
- i. Camp Tahattawan: \$72,742.81
 - ii. Community Education: \$11,485.63
 - iii. Beach/Aquatics: \$ 8,350.64
 - iv. Special Activities: \$-5,030.46

Fred Freund made a motion to approve the financials as given. Gary Austin seconded. All in favor, motion carries.

V. Old Business

- a. Capital Budget 2009/2010: The final copy of this proposal was handed into the Accounting Department on October 8th. A copy of this was given to the Commission.
- b. Halloween Parade 10.26.08: The Halloween parade was discussed. Brian will try to get 6 High School volunteers to help with the event.

VI. Executive Session

- a. Adjourn to Executive Session: pursuant to MGL C.39, S23B at 8:10 PM
- b. Return from Executive Session: 8:24 PM

Fred Freund made a motion to approve Kathy Gibbons performance evaluation due November 4th, 2008. She will receive her step increase at this time. Her stats as of November 4th will be Grade 6, Step 4. Gary Austin seconded. All in favor, motion carries.

With no other business to discuss, the meeting adjourned at 8:42 PM.

Respectfully Submitted,

Kate I. Hodges, Director
Littleton PRCE Dept.