

**Littleton Park, Recreation and Community Education Commission Meeting Minutes
Monday, February 9, 2009**

Chairman, Brian Richter, called the meeting to order at 6:33 PM

Attending the meeting were Brian Richter, Gary Austin, Kate Hodges, GERALYN MILLER, Jim Ray
Fred Freund arrived at 7:30 PM

Also in attendance were Jonathan Isaac 79 Nashoba Road, Pan-Mass Challenge and Mark
Rambacher, 205 Hartwell Avenue, Littleton Track Association

The Commission met with Jonathon Issac, representing a group of volunteers interested in organizing a fundraising event that will benefit the Jimmy Fund. The event will:

- Be part of the Pan-Mass Challenge
- Include a bike course for young children and an obstacle course for tots
- Have a registration fee of \$10
- Be held in June in the IBM parking lot (pending IBM approval) in conjunction with the annual PRCE event, Touch a Truck

Gary Austin motion: “To authorize Kate to move forward to coordinate the PRCE Touch a Truck event in conjunction with the Pan-Mass Challenge fundraiser.”

Motion seconded by Jim Ray. All in favor, motion carries.

Brian will contact Nancy Morrison to recruit high school student volunteers to support the event.

The Commission discussed the possibility of using the open area in Lucy's Land as a playing field. The commission found the area to be too small to accommodate sports and required parking.

The Commission heard from Mark Rambacher, representing the Littleton Track Association. The immediate goals of the LTO are to:

- Set up a booster account
- Execute a feasibility study
- Set up 501C3 for the LTO
- Request PRCE assistance in grant writing

The Commission stated that the feasibility study must be completed and the location of the track determined before the booster account is created.

Jim Ray motion: “To support the Littleton Track Association’s effort to execute the feasibility study.” **Motion seconded by Gary Austin. All in favor, motion carries**

Kate will support the LTO with grant writing assistance.

Kate's Annual Performance Review was completed.

Code of Conduct edits were presented.

Jim Ray motion: "To adopt the PRCE Code of Conduct with revisions." **Motion seconded by Gary Austin. All in favor, motion carries**

Jim Ray motion: "To grade the Program Specialist position at a Grade 6."

Motion seconded by Gary Austin. All in favor, motion carries

Gary Austin motion: "To adopt the revisions of job scale and job descriptions for the Sailing Instructor, Sailing Coordinator and the Preschool Coordinator and Lead teacher."

Motion seconded by Jim Ray. All in favor, motion carries.

Kate presented the opportunity of hiring Greg Darling as an intern for four weeks to assist in pre-summer season support at a Grade 2, Step 3. After the completion of the pre-season support, Greg will be hired as the Sailing Coordinator at a Grade 6, Step 2. It was also suggested that Greg live at the Wilderness House on the Prouty property.

Geralyn Miller motion: "To approve the use of Fay Park on June 19, 2009 by the LYBS for their annual jamboree. The fee will be waved."

Motion seconded by Jim Ray. All in favor, motion carries.

Kate presented the Q2 2008/2009 financials.

Brian presented maps of all properties owned by the PRCE.

With no other business to discuss, the meeting was adjourned by Chairman, Richter at 9:45 PM.

Respectfully submitted,

Geralyn Miller

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Not yet approved