

Littleton Park and Recreation Commission Meeting Minutes
Monday, April 28, 2008

The meeting was brought to order at 6:45 PM.

Attending the meeting were Brian Richter, Gary Austin, Kate Hodges
Geraldyn Miller, Jim Ray

The minutes from 4/3/08 were accepted.

Kate presented updated expense code list that will be used to more accurately categorize expenses.

There was a discussion about financials. Financial policies and procedures were reviewed.

It was agreed that financials will be presented quarterly.

Voted to purchase new Park and Recreation software/Vermont Systems - \$23,176.00

Kate hired a waterfront director for summer 2008. Still in need of three lifeguards.

There was a discussion about a skateboard park in Littleton. Kate will research skateboard park construction, location and expense.

Kate created and will implement the use of an invoice for sports league expense refunds.

Kate has created and will implement a formal application process for referees.

A "Meet and Greet" for Kate with the sports leagues officers is scheduled for Monday, May 19 at 7:30pm.

Geraldyn attended and reported on the first CPA meeting.

The meeting was adjourned at 9:00 PM

The next meeting will be held 5/12/08 6:30 PM at the Park and Recreation Meeting Room.

Respectfully submitted,
Geraldyn Miller