

Littleton Park and Recreation Commission Meeting Minutes
Special Meeting: Thursday, June 26th, 2008

Chairman, Brian Richter, called the meeting to order at 7:04 PM

The Commission took several minutes to read documents and correspondence regarding summer staffing and employment issues:

- Seasonal employee payscale
- 2008 seasonal employee ratification list
- Incident report at Long Lake dated 6/10/08.
- Letter from C. Dean to K. Hodges dated 6/14/08.
- Draft letter from K. Hodges to C. Dean dated 6/18/08.
- Long Lake Beach Status Report from Aquatics Director dated 6/17/08.
- Letter from Tom Harrington, Esq., Town Counsel, to K. Bergman, Town Administrator, dated 6/26/08.

I. **Jim Ray motion:** “Upon the recommendation of the Parks, Recreation and Community Education Director, Kate Hodges, and the Parks, Recreation and Community Education Assistant Director, Sharon Martel, the following staff members shall be employed for the 2008 summer season with the following stipulations.

Alyssa Toner	Counselor
Amanda Norftill*	Director(T)
Andrea Getkie	LGT/Swim
Andy McQuilkin	Sports
Angela Miller	LGT
Caroline Hanley	LGT
Catherine Matthews	Sail
Charles Stewart	LGT
Chris Adley	Snack Hut
Cory Byrd	Counselor
Dan Towne	Counselor
Dave Orsini	Counselor
Dean Chelsea	LGT
Dean Johnson	Snack Hut
Dean Johnson	Music
Elizabeth Morton	Counselor
Eric Jackson	Science
Greg LeMoine	Counselor
Jaime Ray	Counselor
Jaye McLaren	Counselor
Jess Connelly	Director(T)
John Iacobucci**	Aqu. Dir.
Justine Hughes	LGT
Kim Martel***	Counselor
Kim Riker	Counselor
Kyle Fossey	Counselor

Lauren Studer	LGT
Liz Finch	Counselor
Mary Dennehy	Counselor
Matt Doiron	Counselor
Melyssa Nadow	Counselor
Michael Fernandez	Counselor
Michelle Serio	Counselor
Morgan Watkins	ART
Noah Hilbert	Head Gd.
Patrick Gibbons****	Director(P)
Peter Shaffery	LGT
Ryan Nocella	Counselor
Sarah Goddard	Counselor
Stephanie Morse	Counselor
Tim Connolly	Counselor

*Amanda Norftill shall not supervise Daniel Towne. Daniel shall report to Jessica Connelly, Camp Tahattawan Co-Director. Amanda and Daniel will file disclosure notices with the Town Clerk after Amanda's marriage to Daniel's brother.

**John Iacobucci shall report directly to Sharon Martel, Assistant Director. Sharon will be responsible for John's employee reviews, time cards, payroll, hourly wages, and personnel issue which involve him directly. Should Asst. Director, Martel be absent during a payroll period, Brian Richter, Commission Chairman will be responsible for signing her payroll documents. The remainder of the beach patrol and operations shall be overseen by Kate Hodges, Director. Kate Hodges and John Iacobucci shall file disclosure notices with the Town Clerk.

*** Kimball Martel shall report directly to Kate Hodges, Director and will receive no supervision from Sharon Martel. Should Director Hodges be absent during a payroll period, Brian Richter, Commission Chairman will be responsible for signing her payroll documents. Sharon Martel and Kimball Martel shall file disclosure notices with the Town Clerk.

****Patrick Gibbons shall receive supervision from Kate Hodges, Director or Sharon Martel, Asst. Director, only. Patrick Gibbons and Kathy Gibbons shall file disclosure notices with the Town Clerk.”

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

- II. **A. Jim Ray motion:** “To accept the 2008 payscale as presented in the meeting with the following stipulations: (1) If an employee or application is in possession of an advanced degree or any specialized training in the field in which they will be employees with the Department, the Commission will review the payscale and advance the pay scale accordingly”

Motion seconded by Fred Freund, All in favor, motion carries.

B. Jim Ray motion: “The 2008 payscale shall become effective July 1st, 2008. New payroll authorizations will be handed to the payroll department after the 1st of the fiscal year by Kate Hodges, Director. “

Motion seconded by Fred Freund, All in favor, motion carries.

- III. **Fred Freund motion:** “To void the prior contract with Patrick Gibbons written by Sharon Martel, Asst. Director, and authorize Kate Hodges to make the following offer to Mr. Gibbons:
- Patrick will be offered the Director’s position for Camp Prouty from 7/7/08-8/1/08. His pay will be \$23.96/hr. (Grade 4) based on his various academic awards, his teaching degree and his experience working with middle school students in his professional career.
 - Patrick will have to secure his own housing as the Town of Littleton will not pay for his rent at the Camp Prouty house. Patrick will be provided with the contact information for the MA Forestry Association who is in control of Prouty Woods so that he may make his own accommodations for the summer season.
 - Patrick’s new contract must be signed by both parties by 7/3/08.

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

Fred Freund exited from the meeting for personal reasons at 7:38 PM.

- IV. **Jim Ray Motion:** “To move to execution session at 7:40 PM pursuant to MGL C.39, S23B to discuss employment statuses.”

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

Exited from Executive Session at 7:55 PM.

- V. **Jim Ray Motion:** “To ratify the termination of C. Dean, Lifeguard effective 6/10/08.”

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

Discussed a new position that had become available on the evening of 6/26/08 at Camp Tahattawan due to an employee resignation on 6/25/08.

- VI. **Jim Ray motion:** “Allow Director Hodges to offer an employment offer to Mr. Alan Phelps for the 2008 season at Camp Tahattawan. Alan will begin work on 7/7/08 and will be paid \$11.98/hr. (Grade 4) based on his degree in Education and his former employment as Camp Tahattawan’s music specialist.”

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

With no other business to discuss, the meeting was adjourned by Chairman, Richter at 8:07 PM.

Respectfully Submitted,
Kate Hodges
Kate Hodges, PPRP
Director of Parks, Recreation & Community Education