

## ***Recreation and Parks Meeting Minutes***

**01/10/2017**

**NOTE:** The following is a **summary** of matters submitted at a meeting of the Recreation and Parks Commission in accordance with M.G.L Chapter 39 and the Massachusetts Open Meeting Laws.

- 1) **Called to order:** 7:00 PM.
- 2) **Attendance:** All present.
- 3) **Minutes of last meeting:** Motion made and seconded to approve the minutes of the last meeting; all in favor.
- 4) **Reports:** see attached. Addendum, Other discussion, & Actions taken:
  - a) **Superintendent:**
    - i) Discussion:
      - (1) Crew appreciative of Christmas Party.
      - (2) Cleaning Company: has cleaned ½ of building, will finish other half next Saturday.
      - (3) Trailer at beach will be towed.
      - (4) Basketball hoop at Center has been fixed.
    - ii) Actionable items: Motions were made and seconded to approve the following with all in favor:
      - (1) Office reorganization: TW Tech – new jack; Take counter off wall; table & chair outside; compact desks and chair in front of counter; Rec Supervisor and Clerk will be behind counter; Superintendent where clerk is; conference room in current Superintendent's office. Approved to purchase 3 new desks & chairs up to \$3000.
      - (2) Paul Haggett proposal: \$2630 for new office door: Approved.
  - b) **Recreation Supervisor:**
    - i) Discussion:
      - (1) Vendor – what contact info can we give? Name, emergency contact name, ages.
      - (2) Waiver – free & reduced lunch form as a guideline.
      - (3) Advertising: Notify me; Facebook; Virtual backpack; Flier; Insert in Reporter \$350.
      - (4) “Messy Art”, “Movin’ & Groovin’”, and “Veggie play” before 3:00: will approach COA.
      - (5) Linda Rice Collins will be mentoring Jaime Bloch in her role as Recreation Supervisor/Assistant Superintendent.
- 5) **Timekeeping:** Meeting Adjourned: 9:00 PM. Next meeting scheduled: 1/24/17 at 7PM.

*Attachments: Meeting Notice and Agenda; Reports*