

Draft

PRESENT: Lyn Stan; Vice-Chair, Erin Sniderman; Treasurer, Pam Fitzgerald, Don Janik, Stacie Ohsberg, Gary Martin, Phil Chura

ABSENT: Mark Lane; Chair, Tuesday Orluk, Larry Smith (Selectmen's Rep.)

Lyn Stan called the meeting to order at 6:05pm

MEETING MINUTES: Review and approval of meeting minutes of October 15, 2018

MOTION: To approve the previous meeting minutes of October 15, 2018 with no amendments

MOTION: Don Janik

SECOND: Pam Fitzgerald

UNANIMOUS

TREASURER REPORT:

	General Ledger	Rec Revolving Fund
Previous Balance: \$	15,542.01	21,927.30
New Balance: \$	15,428.20	21,999.36

Pam Fitzgerald inquired after the HYA and baseball payments. Erin reported that we have not received payment for the 2018 year. Gary Martin expressed that we need proper contact information for organizations. Don Janik offered to help contact HYA for payment reminder. Lyn Stan to email Mark Lane with cc: to Gary and Don for further follow up.

OLD BUSINESS:

- **Christmas Tree Lighting**
 - Stacie Ohsberg reported a date has been set for ceremony on December 7, 2018. Pastor Ken has agreed to give the prayer. Donations have been requested and confirmed.
 - Tree has been confirmed
 - Phil Chura has offered to take photos and video of the event
 - Lyn Stan has offered to help with sound requirements for the event
- **Child Craft Fair:**
 - Tabled until 2019
- **Brick Paver Program**
 - Erin Sniderman reported progress on Paver Manufacturer progress. Stones have been secured. Forms will be ready to hand out at Christmas Tree Lighting Ceremony.
 - Erin Sniderman to follow up on finding installation services.
- **Bylaws**
 - Discussion held on possible changes to bylaws, Lyn Stan to adjust bylaws as proposed by commission members and submit for approval

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New Business:

- **Risk Management and Liabilities: Dave Witham, Director of Risk Management:** Lyn Stan reported via email discussion held with Mark Lane and Dave Witham
- **Ice Rink**
 - Rink boards went up Saturday November 17, as per email from Grant Winnes
 - As regards to risk assessment commission agreed to allow for Hockey to be played on the rink this year
 - Lyn Stan to email Grant Winnes to allow for the rink sign to be made with common sense rules and “skate at your own risk”
- **Summer Camp**
 - Stacey Bellen reported on this year’s summer camp. The program was an overall success. The new spreadsheet recording system worked well.
 - Lyn Stan remarked on the incident report and proper procedure was followed as far as the individual involved, however more communication to the commission and town is required. It was requested that Stacey follow her procedures with added alerting Commission within same day of incident.
 - employment security and background check concerns were discussed. Stacey noted that the nature of employment is last minute depending on last minute additions to student attendees. However Stacey noted that employees from last year would like to be on call for next year. Background checks will remain on file.
 - Stacey suggested the use of a scholarship reserve, Commission will take into consideration and discuss at future meeting.

OTHER:

- **Governance Questions:** Pam Fitzgerald raised question on oversight of programs and budget items commission is responsible for. Does the committee have control to hire and/or terminate individuals or contracts they have oversight of? Lyn Stan and Erin to inquire after this question.

ADJOURN: Motion to adjourn 7:24pm

MOTION: Pam Fitzgerald

SECOND: Phil Chura

UNANIMOUS

Respectfully Submitted:

Erin Sniderman, Recording Secretary