



TOWN OF MILLIS

Recreation Department
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Recreation Committee

Meeting Minutes for the Recreation Committee February 6, 2012

Present: Judy Malouf, Paula Norton, Kris Fogarty, Joanne Truchon, Sue Vara

Absent: Pam Mustard, Jenn Cederberg, Linda DePace

6:03 pm Meeting called to order.

Minutes for January 4, 2012 meeting were motioned and seconded to be accepted. The motion carried unanimously.

The Millis Braves baseball team update included that Judy Malouf (Chairperson) wrote a letter to Mr. Rich Moran (the contact liaison for the Millis Braves), and also "cc'd" Mr. Dale Bickford (another contact person for the Millis Braves), regarding the missing payment of \$100 which is well past due. There has been no response. Kris Fogarty (Recreation Director) was approached by Mr. Dale Bickford at a basketball game on a Saturday morning, regarding the above mentioned letter. He no longer wants to be informed of the outstanding balance. Kris told him that he would be removed from the contact list, and to anticipate that the Millis Braves will most likely not be able to utilize the fields for their upcoming season due to this outstanding balance.

Once again, it was requested that the Personnel Policy acknowledgement be signed and returned to Kris.

Field use policy was discussed briefly. It was mentioned that we should have a policy for everyone to follow in order to avoid any unpaid balances in the future. The thought was to have the party pay in full before the Field Permit is issued. Kris was concerned because one of her bigger clientele for the fields pays after they have utilized. This discussion will be addressed again at a future meeting.

New business includes a refund request from the Lagos family and another request for a refund from Sally Madison.

The Lagos family signed their daughter up for "Self Defense for Kids"--the fee of \$120, which was paid at registration. The daughter went to class and didn't feel comfortable since she was the only girl there. She did leave the class at the beginning and did not wish to continue with it. The Lagos family asked if the \$120 could be applied towards the "Gymnastics Camp" that will run

over February vacation with a cost is \$280 for the week. The Committee agreed to this transfer of funds in this case.

Sally Madison was seeking a refund because she signed-up and paid \$75 for the "Heartsaver Pediatric First Aid and CPR" class that is scheduled to run on February 8, 2012. She just realized that there was a conflict in her schedule and requested a refund. She emailed Kris on January 30, 2012 with her request. The Committee felt in this case that since the Recreation Department didn't cancel the class, that a refund was not in order.

Kris said she would email the Lagos family and Sally Madison with the outcome of the Committee's decision.

Also under new business a discussion was held about updating the class registration consent forms including the wording of the consent form and adding the Recreation Department's refund policy where the parent/participant signs it. Kris called Mr. Charles Aspinwall (Town Administrator) to see if these changes needed to go before Town Counsel prior to use. He stated that they did, but it shouldn't take a long time in order for them to return with their opinion.

We discussed whether or not night registrations were necessary. We also discussed how to get people to sign-up for classes sooner rather than later since classes tend to get cancelled because of lack of enrollment. Perhaps wording should be constructed that says you can sign-up until one week prior of the class running so the instructors can make a decision as to whether they will run the class or not. This discussion will be re-visited at a future meeting.

Harlem Rockets were briefly discussed. Kris sent a request to have the fees waived from the High School for the appearance of the Harlem Rockets. She heard back from the school that there is another organization in the school on the same date who will pay for the custodial fee, and they asked if she still wanted to get a waiver for the gym rental fee which totaled \$74.76. She updated the Committee that she decided to pay the gym rental fee instead of asking for the waiver.

The next meeting of the Recreation Committee will be on Monday, March 5th at 6:00 pm.

Motion to adjourn this meeting was made and seconded. The motion carried.

6:34pm Meeting adjourned.

Respectfully submitted by:

Susan K. Vara