

REC COM MEETING MINUTES FROM 05/16/11

Attendees: Paul, Rich, Tim, Mary

Meeting started at 6:35 pm in Ramsey Building

*Minutes from April meeting were approved

*Paul agreed to take CPC spot for upcoming year

*Rich Gazorian was nominated and accepted Chairman position for upcoming year

*Discussion regarding submitting payroll and expense vouchers moving forward. All agreed that it made most sense to have Mary submit the paperwork (signed by Rec Com board) to Town Hall as she is most available in town and manages all of the programs, required supplies, etc. Rich will be responsible for signing Mary's vouchers and he will be back up in event that Mary is unavailable during any particular period. Motion made by Tim to have Mary submit the signed vouchers/expenses, seconded by Paul and passed unanimously.

*Dennis Richie has requested Memorial outside hoop court for Tue-Thur-Fri-Sun during the summer months, Al Jordan has requested for Mon and Mary is coordinating Wed night option with Anthony Leonetti. Usage requests were approved and usage fees will be reviewed and voted on at June meeting.

*Jen Davis has requested microphones for the Drama program(s) run throughout the year at Memorial/Town Hall. She was looking for two hanging mics and three wearable mics that cost a total of \$550 and would remain property of Rec Com. Rich is going to discuss with a contact he has in Hopkinton to see what would be best option and put that person in touch with Mary. Rich made motion to purchase the microphones, seconded by Tim and vote passed unanimously.

*Mary will be making up new "sign-out sheets" for any Rec Com owned property and users will be required to sign before taking any of our equipment, supplies, etc off the premises. Decided we needed to do this as we continue to purchase more equipment, supplies for the various programs.

*Discussion over the cost of supplies for the dock program. Mike Andrews presented his plan, cost overview to CPA and the request for funding (\$1687.57) was denied as it did not fall within CPA guidelines. All agreed that Rec Com should consider paying for the supplies as Parks Dept has agreed to be responsible for maintaining, installing, removing the docks each year and all agreed it would be tremendous help to both the Kids@Play as well as the recreation opportunities for Kiwanis. Tim made motion that Rec Com provide Mike with the \$1687.57 needed to purchase the supplies and Paul seconded the motion, which passed unanimously.

*Hockey Rink Liner remains on the court at Memorial and it HAS to be removed soon. Mary is contacting Nipmuc High School to request the entire hockey team be made available to assist the 5-6 adults that have agreed to help. Mary will set a date and we will get the liner loaded into the shed. In

the event that we are once again unsuccessful, serious consideration will be given to cutting up the liner and disposing of it.

*Kids@Play – Director acceptance letters are due to be returned no later than Wed, 5/18, and meeting will be held with all Directors on Tuesday, 5/24, at Ramsey Building. Intent of meeting is to clearly outline and define their roles as well as the role of the Recreation Director. If any of the directors do not accept the position, Mary will immediately contact some of the applicants that were told positions were filled. Rich will be responsible for all CORI checks and Mary will start submitting all the paperwork for every employee hired for 2011 program.

*Rich is going to investigate feasibility/cost of installing surveillance equipment at Ramsey building so we can provide additional security and protect the building and surrounding area.

Meeting adjourned at 8:20 pm and next meeting will be Thursday, June 2nd, @ 7:00 pm in Ramsey Building