

Town of Boxborough



Recreation Commission

Meeting 05/17/2016 Minutes

Meeting called to order at 7:14 p.m

Present: Hilary Greven, Claudine Lesk, Megan Connor, Kevin Lehner, Jennifer Barrett, Kate Contini, Brian Picca

**Summer Playground Preparation**

Financial Items

Jennifer Barrett (Town Accountant) joined us. Jennifer passed along key payroll dates: 4 solid weeks (pay for a solid week). The directors can estimate the hours for Friday and bring timesheets in Thursday or wait until the following week. Kate will bring it into Jennifer right after camp on Thursday.

Supplies- Jennifer would rather not reimburse people. We can get vendors on account instead. We have accounts for Market Basket this year and Home Depot, Bravo, Boxborough Convenience. Jennifer will look into accounts at crafty places like Michaels and Party City. Busy Bee was the vendor for the water slide last year. Four boys was the ice cream truck out of Acton that we used 2 years ago.

Budget- should be the same as last year; we need to check with Mitzi, Jennifer sent one earlier in May. We have a credit of \$89 at S&S.

CIT payroll went up to \$10/hr. Directors are \$19.82. Counselors are \$10.50/hr

Staffing

The potential fourth director is not back until June 10<sup>th</sup>, but can Skype/Face time, etc. Megan is happy to call and interview her.

There will be two Lead Counselors; Kevin will reach out to them and offer them the positions.

Actions:

1. Megan will ask Cheryl about printing out flyers.
2. Kate will communicate with staff about orientation on June 8<sup>th</sup> at 6pm, Fifer's Day on June 18<sup>th</sup> 1-3pm and June 30<sup>th</sup> morning to load the pod.
3. Kevin will send Kate the list of counselors.
4. Claudine will handle ordering the t-shirts; Kate and Kevin will let Claudine know amounts and sizes.
5. Kevin has the medical kits and will get them to Kate

**Appoint new treasurer and CPC representative-** deferred until next meeting

**Other business**

Tae Kwon Do and Rick Barrett will be featured in the Beacon.

Meeting adjourned at 8:15pm

Next meeting June 8<sup>th</sup> at 6pm

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