

**February 11<sup>th</sup>, 2019**  
**Clinton P & R Meeting Minutes**

5:30pm

Clinton Parks & Recreation Building  
560 High Street

Meeting Commenced at 5:39pm

*In Attendance:* Emily Easterling, Kris Becker, Ed Verrier, Yoanna Osborne, Matt Kobus, Jodi Breidel, John Baird

**Agenda Items**

**Administrative:**

- Feedback from Town Counsel about Commission's Jurisdiction
  - Chain of Command
    - Yoanna reported on her findings while looking into who the director reports to being that this was not clear to the director or the commission. Town Legal stated that the director reports to the commission directly, and does not report to Town Administrator.
  - Letter to Board of Selectmen and Facilities Director
    - Yoanna voiced her concerns about the lack of communication coming from the town hall about the direction of the department based upon the newly created facilities management position. Director voiced concern over where the department's priorities lie based upon the needs of the department or assisting other town departments. Board discussed establishing standard operating procedures for lines of communication.
  - Snow Removal Priorities (Role of DPW in Town Properties)
    - Ed voiced his support for assisting other town departments as needed. Kris informed the commission that he has been maintaining with grounds keeping, and now it seems he is responsible for snow removal. Matt suggested that all communication from outside of the department should go directly to the director and then be communicated to all P&R staff. Preference would be that no outside departments communicate with the park's manager directly.
  - Requests for work outside scope of CP&R
    - Jodi suggested director should be intermediary between park's staff and outside departments. Matt added that all time spent assisting outside departments should be documented for the purpose of future inquiries. Yoanna motioned that the director functions as the decision maker for all incoming town wide maintenance requests. Said requests will be delegated and documented by the director to

be communicated to the staff based upon available resources and department needs. The commission supports working with other town departments and will be made available as needed. Jodi 2nd the motion. Commission voted to support unanimously, 5-0.

### **Department Issues:**

- Standards for Optimal Department Operations
  - Communication – Intradepartmental & With Commission
  - Reporting of Hours Worked – “Flex Day” policy
    - Matt motions that the policy for ‘Flex Day’ cease immediately and that employees will not be provided an option to work from home as an alternative to coming into work. John 2nd the motion. Commission voted to support unanimously 5-0. Jodi suggested evaluating the programs to measure demand on the department’s staff.
  - Absentee Policy
    - Yoanna suggested that any absences must be communicated to their superior, including the commission. Jodi reiterated a policy or procedure for the purpose of opening the lines of communication. Yoanna suggested establishing a procedure that the director communicate to the commission via email. Yoanna makes a motion that if the director anticipates being absent/personal/sick/vacation upon arrival that the director communicates to the commission via email and a phone call to the chair. John 2nd the motion. Commission voted to support unanimously, 5-0.
  - Report of 1-28-19 Meeting with Director Easterling, Chair Ed Verrier & Vice Chair Yoanna Osborne
  - Personal Conduct and Overall Decorum
    - Yoanna reiterated that the department has expectations on conduct and how the staff/commission carries themselves. At another public meeting, there was discussion taking place amongst the attendees about an experience they had while interacting with Parks and Recreation staff. Yoanna asked the director to investigate.
  - Personnel Issues – Write Ups; Disciplinary Procedure
    - Director provided findings from legal counsel. Jodi motioned that the Director submit incident reports on all full-time employees to the Chair and Vice Chair of the Board. Yoanna 2nd, all in favor.
- Building Maintenance and Upkeep of Work Area
  - Kris cleans the building once per week, on Fridays, as does Emily, Rosa and other staff.

- Matt suggested that we use money out of the revolving account to have the place professionally cleaned when we're short on staff and don't have resources for programming.
- Yoanna asked about security deposits and how people get their money back.
- Kris checks the building to make sure things are in place. Kris gave an example of coming in after the Daddy Daughter Dance and noticed there were tables left out so he put them back.
- Kris thinks we need someone here 7 days a week. Yoanna asked about cameras. Emily said she spoke to Russ about cameras. Matt mentioned the middle school hallways have cameras from Amazon and \$20 per camera.
- Matt mentioned if it's worthwhile to rent out the building. Emily said it's a money maker for us in the thousands.
- Emily asked if we can get quotes on a professional cleaner.
- Assessing condition of town parks on a routine basis.

Yoanna motioned to table the discussion on the this for the next meeting. Matt 2nd, all in favor.

**Meeting Policy:**

- Monthly board meetings on regular cycle (alternate date swap)
- Personal lifestyle choices affecting meeting schedule

Yoanna motioned to table the discussion on the the above for the next meeting. Matt 2nd, all in favor.

**Action items for next meeting:**

- Grant writing duties and overall delegation of workload

Yoanna motioned to table the discussion on the the above for the next meeting. Matt 2nd, all in favor.

Jodi made a motion to end the meeting at 7:42 p.m. John 2nd, all in favor.