

**February 20<sup>th</sup>, 2019**  
**Clinton P & R Meeting Minutes**

1:30pm

Clinton Parks & Recreation Building  
560 High Street

**Meeting Commenced 1:37PM**

**In Attendance:** Ed Verrier, Yoanna Osborne, Matt Kobus, Emily Easterling

Director Emily Easterling read a prepared statement with regard to the last several weeks, reaffirming her character and her efforts.

**Administrative:**

- Current Policy Concerning Support of School Department Operations
  - Recent request for snow removal back up on 2/12/19
    - Yoanna questioned the procedure for the town contacting CPR for assistance. Yoanna sought clarification for the SOP in clearing snow from town departments. Snow removal request from the facilities manager and the school department was reviewed. While the CPR department will entertain requests, the department will balance needs of the department and outside requests.
  - Any evidence of 10 year history between departments?
- Snow Day Policy to be created for CP&R employees
  - Emily presented information from town counsel regarding exempt and nonexempt employees (in reference to over time benefits). Town counsel advised to seek formal opinion on the status of employees. Due to not having a board for softball league, CPR must be in attendance for the events. A policy that encompasses schedule flexibility was proposed. Emily is going to share her notes from town counsel with the board.
- Letter to Board of Selectmen and Facilities Director
  - Yoanna is still composing the letter to be submitted to the BOS for clarification on any anticipated transitions towards the facilities director and our parks staff coming under his jurisdiction.

**Department Issues:**

- Basic information on Video Surveillance Camera Equipment for building
  - No developments yet. Info sent by Matt to Emily. Discussion took place about policy for reimbursement when purchasing online as Emily purchases the item personally, and then is reimbursed by the town. Policy to be considered.

- Strategy to transform outdoor events due to weather related cancellations
  - Emily presented details on the policy for events when impacted by weather, and the back up plans. Winterfest discussed for next season.
- Report on any cleaning services rates
  - (1) quote received, seeking additional quotes.
- Assessing condition of town parks on a routine basis
  - What tasks aren't getting done or areas could use more attention?

**Meeting Policy:**

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

**Action items for future meetings:**

- Grant writing duties and overall delegation of workload
- Little League – multiple concerns to be discussed
- Softball League – should we be creating a board this year?
- Autism Event – guest to address our board and seek grant funds

Motion made to adjourn meeting made by Matt. 2nd by Yoanna. Unanimously approved, 3-0.

Meeting adjourned 3:15pm