

Selectmen's Department Head Meeting
Monday, November 28, 2016

Chairman Riley called the workshop to order at 3:00 PM. Present were Selectmen Franklin Riley, Robert Freeman, and Richard Morgan, and Ellen White, Town Administrator, who recorded the minutes. Also present was Craig Brady, Recreation Director.

Brady stated that he will be running all regularly scheduled programs in 2017 until he has some attendance records to determine what is working.

Discussion took place on the part-time Program Assistant position. With only one application received to date, this will be advertised again in the spring for when there is more need.

Discussion took place on forming an advisory Recreation Committee to assist Brady with establishing new activities and programs and also facilitating volunteers to make the events happen. Recommendations were made for two members out of three that would be sought for the committee.

Brady questioned the potential for the expansion of Constitution Park. Morgan referred Brady to the plan that was developed several years ago to add several other ballfields and tennis courts to the property. Discussion took place on working on improving the existing ballfields and increasing the watering capability.

White questioned the limit for the Town credit card and what purposes it would be used for. A tentative credit limit of \$2,000 was decided upon.

White and Brady discussed the balances due for the 2016 Summer Fun Club. Brady will be establishing a policy that will not allow registration for future programs or events until balances are paid in full. White stated that she will be sending out reminder notices of the balances due this week. Additional discussion took place on allowing towns other than Effingham into the Summer Fun Club, with the option of charging a non-resident fee. Discussion ensued. It was determined that it would only be offered if there is room available. Further discussion will take place on establishing rates. Brady stated that the new software will be helpful in tracking the attendance for all programs/activities.

Brady stated that he and Chris Vittum are working on getting the Christmas lights up and running at the Town Hall.

White stated that she has scheduled the Meet & Greet with Craig for Tuesday, 12/6/2016 beginning at 5:00 PM.

Being no further input, the meeting was adjourned. Adjourned at 4:05 PM.

Franklin R. Riley, Chairman

Robert C. Freeman

Richard H. Morgan

To be approved 12/5/2016