

**Sterling Recreation Department
1 Park Street, Sterling, MA 01564
Meeting Minutes**

Tuesday, February 18, 2014 - 1835 Town Hall- meeting started 7:00 pm

Present: Bob Finizio, Jessica Moran, Heidi Grady, Jo-ann Cummings, Kristen Nelson, Mike Regan & Judy Janda

Not Present: Mark Hryniewicz

Review Minutes:

- Review minutes from 2/18/14– Heidi made a motion to approve, Mike 2nd – all approved

Finance Report:

- Kristen made a motion to approve, Heidi 2nd – all approved

Annual Report:

- Kristen made a motion to approve, Heidi 2nd – all approved

Committee Contact Information:

- List was updated.

Open Meeting Laws:

- Jo-Ann reported back to group on open meeting laws as a review

Review job descriptions for Director & Assistant:

- Recommendation for Director
 - move Director position to a Level 5 employee
 - take the word Parks off the title on each page
 - Under Nature and Purpose of Relationships:
 - Change the wording from constantly to primarily
- Recommendation for Program Assistant
 - Change title of position to Assistant to the Director of Recreation
 - Move Assistant position to a Level 3 employee
 - This request is made based on the responsibility level & education degree – Bachelors
 - Under Essential Functions:
 - Change the word Commission to Committee

Basketball Update:

- Will look to discuss different awards for next year.
 - Layout and awards

Eagles/Silver Awards Projects:

- Chris Girard – completed signage at Play Area

Summer Program:

- Summer Program is almost complete and will be going out soon.
- Swim Program will begin after July 4th.

- Possibly adding a July 4th week Day Camp at Lake

1835 Update:

- the key pad up and working.

Sterling Play Area:

- Clean Up Day – May 10th with St. Johns High School

Announcements:

- May 3rd – Town Meeting

Meeting Adjourned at 8:10pm