

**TOWN OF GOSHEN
RECREATION COMMISSION
SPECIAL MEETING
Monday, August 24, 2015**

PRESENT: Don Patterson, Chairman; Garrett Harlow; Erin Hurlburt; Cate Corwin, Selectman, Robert P. Valentine

EXCUSED: Al Torizzo; Nanci Howard; Colleen Finn

Don Patterson called the meeting to order at 7:05 p.m.

In beginning the discussion of the job description and requirements for the position of Recreation Director for the town of Goshen, Don Patterson stated this is an opportune time to re-evaluate the recreation program offerings, Camp Cochepianee and other activities.

In reviewing the existing required tasks, Cate Corwin questioned if enough time is being allocated to ensure that the office is occupied and available to the public, running errands/shopping for goods, supervising programs, and other tasks required to run the recreation programs. In the discussion that followed, wording can be changed to highlight "not less than 33 hours". Adjustments to the hours applied to the position can made to align with the tasks.

Selectman Valentine reminded the Commission members that the benefits accompanying this position are very generous in comparison with today's benefit packages being offered in other municipalities. The monetary value of said benefits allows allocated time to be justified and subject flexibility on the part of the Director. The Board of Selectmen holds the responsibility for all town personnel and is committed to rendering support to this vital and important program. All agreed the Recreation programs highlight a robust and active community in Goshen that attributes to the high participation rate in all of its programs as well as a strong list of volunteers.

Erin Hurlburt suggested that perhaps Monday and Wednesdays 9:00 p.m. to 4:00 p.m. and Tuesdays, 3:00 p.m. to 7:00 p.m. for posted office hours. Program hours to be determined. It was agreed that office hours and program hours need to be specifically defined for easier accountability and "flexibility". One of the requirements of the position will be strong organizational skills. One of the most important changes which will greatly benefit officer hours is the installment the accounting program "QuickBooks", which is compatible with the Town Fiscal Office. This program will cut down on the time needed to enter receipts, deposits, and other financial data for the department.

All agreed that an "interim" Recreation Director needs to be put in place as soon as possible to ensure continuity of fall programs and those going into winter. A "search committee" will be created, dedicated to making any changes to the job description/responsibilities, publish ads to fill the vacancy, and conduct the interview of candidates.

IN A MOTION made by Erin Hurlburt, seconded by Garret Harlow, it was VOTED to adjourn the meeting at 9:30 p.m. Voted unanimously.

Respectfully submitted,

Lucille A. Paige, Recording Secretary