



"Our mission is to enhance, promote and support quality recreation facilities and opportunities for all residents of the community."

**MINUTES – SUBCOMMITTEE MEETING
THURSDAY, NOVEMBER 12, 2015**

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The subcommittee meeting of the Thompson Recreation Commission was called to order at 7:15 PM in Merrill Seney Room at the Town Hall.

Subcommittee Members Present: Bob Monahan, Stephen Bordua, Albert Lafleur, Cynthia Antos and Cathy Thomas.

Guests Present: Ken Beausoleil.

Staff Present: Audrey Witkowski and Renee Waldron.

Cindy Antos moved and Al Lafleur seconded the motion to nominate Steve Bordua as the chair of the subcommittee. All in favor; the motion passed.

1. The purpose of the subcommittee was to refine the job description that will be submitted to the Board of Selectmen in the hiring of the new Recreation Director.
 - a. Working with two previously written job descriptions, the subcommittee worked to list the essential duties & responsibilities, qualifications, knowledge, skills & other requirements they are looking for in a candidate.
 - b. The subcommittee discussed if a valid Connecticut drivers licenses should be a requirement. It was decided that it does not have to be issued in Connecticut.
 - c. The subcommittee debated the appropriate length of experience an applicant should have in both administration and working with the youth and whether they should be minimum qualifications or preferable qualifications.
 - d. The subcommittee decided it was not required to have first aid/CPR certification but the applicant must be willing to obtain them.
 - e. The physical requirements of the job were discussed. The job requires active participation in the activities and therefore a candidate must be able to lift at least 25 pounds.
 - f. The subcommittee will submit a letter to the Board of Selectmen, requesting that the subcommittee be allowed to do the initial applicant screening.
 - g. Members of the subcommittee would like to be part of the hiring committee. Steve Bordua, Cindy Antos and as well as Renee Waldron volunteered.
 - h. The subcommittee set up a time line for the hiring process.
 - i. The job description will be submitted to the Board of Selectmen upon approval of from Recreation Commission.

Adjournment

1. Chairman Bordua adjourned the meeting at 9:50 PM.

Audrey Witkowski
Recording Secretary