**WASHINGTON PARKS AND RECREATION COMMISSION**

**Bryan Memorial Town Hall**

**Post Office Box 383**

**Washington, CT 06794**

**SPECIAL MEETING**

**Tuesday, January 17, 2017 @ 5:00 PM**

Present: C. J. Kersten (Chairman), Sheila Anson, Tim Cook, Joe Fredlund, Ray Reich, Carrie Rowe, and Whitney Ryan.

Also Present: David Werkhoven, Selectman.

Vice-Chairman Sheila Anson called the special meeting to order at 5:00 PM and noted there was a quorum present.

**Recreation Coordinator:** Lisa Easter, Recreation Coordinator, has submitted a letter of resignation to the First Selectman and Commission effective at the end of the workday on Wednesday, January 23, 2017. Lisa has worked in this position for over nineteen years!

The purpose of the special meeting is to discuss the process of posting the position, reviewing applications and resumes, interviewing possible candidates, and hiring a new recreation coordinator. Also, the job description should be evaluated for updates and revisions. The Commission will work to ensure the transition is smooth.

Discussion included the following:

* Post the position in local papers, on the website, and in schools and businesses. The application would include cover letter or email, resume, and references.
* Hire someone to cover the office between the time Lisa’s employment ends and another director begins.
* Ask Lisa to contact summer camp directors with a deadline in March for camp information.
* Ask Lisa to create a monthly report of what needs to be done throughout the year.
* C. J. and Sheila will meet with Lisa to discuss transition.
* Create two groups under a subcommittee. One group would review applications and schedule interviews; representing the Commission would be C. J. Kersten, Joe Fredlund, J. Whitney Ryan, and representing the Board of Selectmen would be David Werkhoven. The other group would evaluate the job description; representing the Commission would be Tim Cook, Ray Reich, Carrie Rowe, and Sheila Anson.

**MOTION: To approve the creation of a Recreation Coordinator Subcommittee to hire a new director and to review the job description by Tim Cook, seconded by Joe Fredlund, passed unanimously.**

There being no further business, the special meeting was adjourned by C. J. Kersten at 5:50 PM.

Filed subject to approval.

Respectfully submitted,

Sheila M. Anson, Vice Chairman