



***“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**

p. 1 of 1

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.

A handwritten signature in cursive script that reads "Audrey Witkowski".

Audrey Witkowski  
Recording Secretary