

**Town of Hanson –
Wage & Personnel Board
Selectmen’s Meeting Room - Hanson Town Hall
Tuesday, December 13, 2016
6:30 p.m.**

Members Present: Donald Howard, James McGahan, Bruce Young, William Scott, Kenneth Mitchell

Members Absent:

Others Present: *Executive Assistant Meredith Marini*

6:37 p.m. Chairman Mitchell called the meeting to order.

Item II Approve Minutes

March 8, 2016

March 15, 2016

July 19, 2016

MOTION by Howard, second by Young to approve as printed. ***Voted 5 - 0***

Item III Correct Recreation Director Job Description - Mrs. Marini informed the Board that the clerical union pointed out that the Recreation Director’s job description which had been approved by Wage & Personnel in March had verbiage which was included in the Clerical Administrative Assistant’s job description, which is union work.

Develops and plans cost effective programs to meet the needs of community, ***schedules use of facilities and assigns personnel,*** coordinates recreation activities with other town departments including school and water.

Prepares and justifies budget estimates, administers specific program budgets; calculates program fees, ***maintains records of expenditures and receipts; purchases supplies and materials; prepares and processes forms and reports as required;*** meets regularly with the Recreation Commission; recommends updates to policies; makes suggestions on new policies.

The verbiage was removed and that job description was posted with the advertisement for the Recreation Director’s position in November.

Mr. Young requested the language be inserted back into the job description preceded with the addition of the following: “*Shall supervise and participate when necessary*”

Mr. Young also suggested adding “*reviews and approves rental agreements and releases in accordance with the Camp Kiwanee policies and procedures*”.

Mr. Young noted that when the Administrative Assistant is out, the Recreation Director should be able handle such duties.

MOTION by Howard, second by Young to approve the revisions to the Recreation Director’s job description as amended. ***Voted 5 – 0***

Item IV Adjournment

MOTION by McGahan, second by Howard to adjourn. ***Voted 5 – 0***

6:49 p.m.

Respectfully submitted,

Meredith Marini,
Executive Assistant
Voted & Approved 5 – 0
January 24, 2017