**Millis Recreation Committee**

**900 Main Street, Zoom**

**June 14, 2021**

**Meeting Minutes**

**Present: Kris Fogarty, Tim Davis, Mike Banks, Sharon Locke, Pam Mustard, Erin LeBlanc, Sue Vara**

**Absent: Steve Cassidy**

**Call to Order:**

Chairman, Tim Davis called the meeting to order at 7:03 pm.

**Teen Program Coordinator Job Description:**

A job description was sent out to the Committee for the Part-time Teen Program Coordinator for review. The Committee was happy with the description. The hope is to have someone in this position as soon as possible after July 1st, which is when the funding would be available.

**Motion by Tim Davis, seconded by Mike Banks to approve the job description as written. The motion passed unanimously.**

**Hiring Process:**

Discussion revolved around a time table for posting the position and where it will be posted. Kris asked the Committee for some potential questions during the interview process. Tim Davis would also like to have one or two members of the Committee to sit in during the interviews. The close date for this position’s posting will be “open until filled”.

**Upcoming Meetings, 2021:**

Whether or not to meet during the summer was discussed. The general consensus is our next meeting should be held in September, unless something pressing comes along.

**Minutes Approval:**

**Motion by Chair, Tim Davis, seconded by Mike Banks to approve the May 19th, 2021 minutes as written. The motion passed unanimously.**

**Adjournment—7:12 pm:**

**Motion by Tim Davis, seconded by Sue Vara to adjourn. The motion passed unanimously.**

Respectfully Submitted:

Susan K. Vara