

CHESTERFIELD PARKS & REC COMMISSION

APRIL 16, 2012

The meeting was called to order at 6:05 p.m. Present were John Zannotti, Melissa Metivier, Ruth VanHouten, Traci Fairbanks, Margaret Winn, Jim Larkin, and Debbie Bokum.

The purpose of this meeting was to review the Standard Work Instructions (SWI) and have a dry run on running the new registers. One will be used to check people in and report the daily attendance and the other will be for the concessions. It was mentioned that the purchase of a computer (preferable a lap top) would be advisable for the commission's use in that Melissa presently uses her personal computer and printer for Parks & Rec. Following discussion of the SWI, John stated he would run the material by the town attorney for advice prior to adopting the documents.

Melissa was praised for her time and effort in preparing the registers for this year's use.

The next meeting will be held on Monday, May 21.

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Debbie Bokum