

**Parks and Recreation Commission Meeting**  
**March 6, 2012**  
**6:00 PM**  
**Municipal Center – 2<sup>nd</sup> Floor Meeting Room**

**Present:** Chair, Sheri Cohen; Laura Bamford; Mark Buchan; Jen Hoffman; Stan Kubinski (late arrival); Sara Lyons; Tom Stanton.

**Absent:** Rosemary Dolan; Suzanne Harrop; Tom Stanton.

**Call to Order**

Meeting was called to order at 6:10 pm.

**I. Approval of Minutes**

**Motion** was made by Mr. Buchan to approve the February 7, 2012 Parks and Recreation Commission minutes as written. Seconded by Ms. Bamford. Vote: All in favor, with Ms. Hoffman abstaining. **Motion carries.**

**II. New Business**

• **Pool Supervisor/Lifeguard Positions –**

**Motion** was made by Ms. Bamford to hire Ms. Pam McGilvery as Pool Supervisor for the 2012 summer season. Seconded by Ms. Hoffman. Vote: All in favor. **Motion carries.**

Ms. Hoffman said that she would make a draft of the job description for the Pool Supervisor position for next meeting.

Ms. Cohen said that she would ask Ms. McGilvery to attend the Parks and Rec meeting next month.

**Motion** was made by Ms. Hoffman to approve the salary of \$13/hour for the Pool Supervisor position. Seconded by Ms. Bamford. Vote: All in favor. **Motion carries.**

A discussion was had on salaries for the lifeguards for the 2012 summer season.

**Motion** was made by Mr. Buchan to approve the Senior Lifeguard salaries at \$10.50/hour and the returning Junior Lifeguard salaries at \$9.25. Seconded by Mr. Kubinski. Vote: All in favor. **Motion carries.**

• **Authorization of Purchasers –**

**Motion** was made by Ms. Lyons to authorize Ms. Cohen, Ms. Bamford, and Mr. Kubinski to make purchases for the Parks and Recreation Commission. Seconded by Ms. Hoffman. Vote: All in favor. **Motion carries.**

A signed form of this authorization will be placed on file in the Town Clerk's office.

• **Treasurer's Report –**

Ms. Bamford reviewed the commission's treasurer's report noting that the balance in the operating budget would be \$745 after all anticipated expenses have been paid. These expenses include \$250 for septic for ELP and \$600 for the cleaning of ELP for the season. It was discussed that the remainder could be used in part for woodchips for ELP and the community playground. Ms. Cohen said she would ask the highway department for assistance in spreading the woodchips.

Ms. Bamford stated that there is \$8,884 in the Revolving account and \$17,400 in the Gift account.

**Motion** was made by Ms. Hoffman to accept the Treasurer's Report. Seconded by Mr. Buchan. Vote: All in favor. **Motion carries.**

**III. Old Business**

• **Golf Tournament with Norton Youth Soccer –**

A discussion was had on who was going to contact which sponsors. Ms. Cohen stated that she would email the soccer representatives a list of the sponsors she would contact. Ms. Hoffman said that she would create a letter of request for donations and would send it out to commission members to use when asking for donations. NYS representatives said that they would send an email blast to their contacts to spread the word about the golf tournament.

A discussion was had on having more prizes throughout the tournament – longest drive and closest to the pin were among the suggestions. Mr. Buchan said that he would handle this aspect of the tournament.

It was discussed that the soccer representatives would be responsible for getting volunteers to help with the sign-in, raffles, and witnesses for the hole-in-one on the day of the tournament. The maximum amount of golfers is 36 foursomes.

It was decided that the NYS representatives would meet with the Parks and Rec commission again in May.

- **ELP Rental Agreement –**

The commission reviewed the draft rental agreement provided by Ms. Hoffman, as follows: The cost for a rental would be \$80/hour with a 3-hour minimum. It was discussed that a rental without a lifeguard, but instead an attendant, should also be offered at \$65/hour for those who wish to rent the facility without the use of the pool.

Ms. Cohen said that she would re-type the draft agreement and email it to Mr. Kubinski so he could post it on the department's website.

- **Snowflake Social Recap –**

The total amount collected this year was \$2,950. The total amount spent was \$2,534. The members agreed that the pictures came out great. The final cost for the pictures was \$620. The flowers cost \$322. There was a discussion on the possibility of not having flowers for next year's dance. The cost for custodians was \$317.

Ms. Bamford discussed Crowd Manager Certification and whether the custodians at the school maybe certified or someone else should be. She noted that this certification would cover liability if anything were ever to happen at the dance.

Thoughts on Next Year:

- Too many cookies – 800 cookies would be good for 500 people
- Too many chips, stick with 7 packs
- 17 pizzas were perfect (\$272)
- Only use 2 drink containers next year
- The amount of drinks were perfect – 12 of one flavor and 12 of another
- Need a First Aid kit readily available

- **Other –**

It was noted that, on March 14<sup>th</sup>, the commission will be appearing before the Capital Improvements Committee at 6:45 and the Finance Committee at 7:45.

### **Next Meeting**

The next meeting is scheduled for April 3, 2012 at 6:00pm.

### **Adjournment**

**Motion** was made by Ms. Hoffman to adjourn at 8:30 pm. Seconded by Mr. Buchan. Vote: Unanimous.  
**Motion carries.**

**Documents Referenced:**

- Minutes of February 7, 2012
- Authorization of Purchasers sign sheet
- Treasurer's Report
- ELP Rental Agreement

Respectfully Submitted by: \_\_\_\_\_

**Sheri Cohen, Parks and Recreation Commission Chair**

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**Sara Lyons, Parks and Recreation Commission Secretary**