

**Parks and Recreation Commission Meeting**  
**January 8, 2013**  
**7:00 PM**  
**Municipal Center – 2<sup>nd</sup> Floor Meeting Room**

**Present:** Chair, Sheri Cohen; Jen Hoffman; Stan Kubinski; Sara Lyons; Tom Stanton; Bonnie Yezukevich.

**Absent:** Laura Bamford; Mark Buchan; Rosemary Dolan.

**Call to Order**

Meeting was called to order at 7:05 pm.

**I. Approval of Minutes**

**Motion** was made by Mr. Stanton to approve the December 4, 2012 Parks and Recreation Commission minutes as written. Seconded by Mr. Kubinski. Vote: All in favor. **Motion carries.**

**II. New Business**

Ms. Pam McGillivray, Pool Supervisor, was present to share thoughts and ideas about changes to be made regarding the policies and procedures for the pool and lifeguards. She said that she met with Mr. Yunits, town manager. She said that the standards that they are considering are based on the expectations from the insurance company. Mr. Yunits suggested asking the Fire Department to run an in-service for training on the proper use of the backboard in and out of the pool.

Another thing discussed was the large ball field gate. Ms. McGillivray said that they decided that the gate should be unlocked every day for both handicap accessibility as well as emergency situations for which an emergency vehicle would need access to the pool area.

Ms. McGillivray said that she and Mr. Yunits agreed that the pool policies should be proactive for emergency situations. She mentioned the importance of the guards being immediately recognizable and for each of them to have their own CPR mask and whistle.

Also discussed was the revamped job description. Ms. McGillivray stressed the importance of needing clarity in the responsibilities of the guards. She suggested having one hourly rate at the beginning of the season and then having that rate increase a bit to encourage the guards to stay willing to work through to the end of the pool season. Ms. McGillivray also suggested that a guard needs to be on each end of the pool at all times, switching every hour if the sun is bothersome. Other duties would include trash disposal, sports equipment clean-up, and bathroom checks, among others. If these duties are not performed, there will be accountability with documented consequences.

Ms. McGillivray said that she would type up the expectations and responsibilities and get an ad in the newspapers by the beginning of March. She will also do the hiring.

There was discussion on the possibility of getting a new sign for the pool that outlines rules, including how old a swimmer needs to be in order to be at the pool without a parent.

Ms. McGillivray said that she would like to see the positions be posted every year and interested candidates would need to re-apply each year regardless of whether they have held the position previously.

There was a discussion on the legal guidelines for breaks.

### **III. Old Business**

Other items discussed in brief:

- Slugger baseball flyers are printed and will be going out to schools soon
- Snowflake Social dance flyers will be copied at Staples this week and will be distributed to schools to go home with students during the week of January 28<sup>th</sup>
- Boxes for the Shoebox program will be at Opening Day for baseball in the spring
- The weather has been warm, possibly too warm for the ice to be frozen for the Skating Party, though the bogs have been flooded

### **Next Meeting**

The next meeting is scheduled for February 5, 2013 at 7:00pm.

### **Adjournment**

**Motion** was made by Mr. Stanton to adjourn at 7:50 pm. Seconded by Mr. Kubinski. Vote: Unanimous. **Motion carries.**

**Documents Referenced:** Minutes of December 4, 2012  
Snowflake Social flyer  
Slugger flyer

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

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

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