

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

**Present:** Chair, Sheri Cohen; Laura Bamford; Mark Buchan; Stan Kubinski; Sara Lyons; Bonnie Yezukevich.

**Absent:** Rosemary Dolan; Jen Hoffman; Tom Stanton.

**Call to Order**

Meeting was called to order at 7:00 pm.

**I. Approval of Minutes**

**Motion** was made by Mr. Buchan to approve the February 5, 2013 Parks and Recreation Commission minutes as written. Seconded by Ms. Bamford. Vote: All in favor. **Motion carries.**

**II. New Business**

~**Upcoming ELP/Pool Season:** Ms. Pam McGillivray, Pool Supervisor, was present to discuss details of the upcoming pool season. She provided the commission with a sample advertisement that would be put in newspapers, Facebook, and on the Parks and Rec website. The suggestion of advertising at Wheaton College was made. It was decided that the ad would go out ASAP and applications would be due no later than May 17<sup>th</sup>.

It was decided that the pool would open for weekends only on June 1<sup>st</sup>, and then on June 24<sup>th</sup> be open 3-7pm, June 25<sup>th</sup> is a rental (this is the last day of school for Norton Public Schools), and then on June 26<sup>th</sup> the pool would begin its summer hours. The hours will be M-F 11-7 and Sat-Sun 10-6. This would go through September 3<sup>rd</sup>, as Norton Schools begin again on the 4<sup>th</sup>.

The commission reviewed the job description and essential duties as provided by Ms. McGillivray. A discussion was had on the responsibilities and duties that the lifeguards will be held accountable for, and how that accountability will be tracked. Consequences for not fulfilling these duties were discussed as follows: 1<sup>st</sup> offense – oral warning, 2<sup>nd</sup> offense – written warning, and 3<sup>rd</sup> offense – dismissal.

The possibility of having an in-service with the Norton Fire Department and lifeguards on backboard usage was discussed.

~**Treasurer's Report:** Ms. Bamford reported that there is presently \$2K left in the Operational Budget and \$9,770 in the Revolving Account.

She said that \$3,280 was taken in for the dance and that \$1,427 was expended for food and supplies.

~**Spring Egg Hunt:** It was noted that the egg hunt is this coming Saturday at 1pm. Set-up will begin at 10am.

**III. Old Business**

~**Improvements at Everett Leonard Park:** Ms. Cohen updated the commission as to the improvements that are to be made. She said that one bid was received for \$39K. She said that the work would be completed by May 10<sup>th</sup>. Ms. Cohen said that Bob Kimball, resident and Selectman, is helping out and has cabinets of the kitchen that he has volunteered to install himself.

Ms. McGillivray suggested having cabinets put in the office area to store items during rentals that the commission does not want to have available to the renters.

**Motion** was made by Ms. Bamford to expend Operational Funds to pay for mulch for the Community Playground and ELP. Seconded by Ms. Lyons. Vote: All in favor. **Motion carries.**

**~Snowflake Family Dance:** Changes to the flyer for next year were discussed as follows: The flyer should state \$20/couple and \$25 for 3 or more people *in the same family*. It was also discussed that Parks and Rec members would talk to guidance counselors at the schools to identify families that could benefit from a fee waiver for the dance.

Next year get: 15 cases of water (this year got 12) and 18 pizzas for 500 people.

**Next Meeting**

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

**Adjournment**

**Motion** was made by Mr. Kubinski to adjourn at 8:50 pm. Seconded by Mr. Buchan. Vote: Unanimous.  
**Motion carries.**

**Documents Referenced:** Minutes of February 5, 2013  
Lifeguard Description and Duties draft

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

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

\_\_\_\_\_  
**Date Approved**

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