

**DRAFT MINUTES
RECREATION COMMISSION MEETING
MARCH 11, 2019**

Call to Order: at 7:06 pm

Recreation Commission Members Present

Joyce Cannon, Paul Tucceri, Sheila Moylan, Mitch Katzman, Lynn Connors, Ann Delaney and Bob Phillips (via phone)

Recreation Staff Present

Nicole Banks, Recreation Director
Angela Lassig, Recreation Assistant
Tayrn Crocker, Program Administrator
Rich Adams, Business Manager

Public Comment: No one was present aside from staff and board members

Consent Agenda:

- a. Approval of the minutes February 11, 2019, Motioned to pass Paul Tucceri, 2nd Joyce Cannon, moved to approve the consent agenda
- b. Monthly Report - February with fall season and FY19 YTD stats reports. Rich will update the present financial status.

Commission Member reports:

- a. Fields/ Outdoor Facility Policy: Taryn reported for the fields' sub-committee (Paul Tucceri, Ann Delaney, Bob Phillips.)
 1. USE OF PUBLIC FACILITIES FOR PRIVATE GAIN, "THE TOWN OF WESTWOOD DOES NOT ALLOW INDIVIDUALS TO USE PUBLIC FACILITIES *FOR PRIVATE GAIN WITHOUT FIRST SECURING A PERMIT FROM THE RECREATION DEPARTMENT*. Facilities include fields, tennis courts, outdoor basketball courts, and track.
 - i. Paul Tucceri voiced his concern for the ability or methods for enforcing.
 2. TRANSFER OF FIELD PERMIT IS NOT ALLOWED. PERMIT IS ONLY FOR ORGANIZATION OR PERMIT HOLDER USE. Violators are subject to permit revocation and/or field rental/light fees. Don't jeopardize your permit; refer inquiries for field use to the Recreation Department. Exception: Permit schedule changes within Level 1 are allowed BUT only with other permitted Level 1 organizations.
 - i. Change in wording: substitute the word "subletting" for "transferring"
 - ii. TRANSFER IS DEFINED AS Permit user (organization stated on the approved permit) granting any individual, sport organization, camp, clinic and tournament, use of town fields/facilities under their permitted time, with or without compensation.
 4. Notification of teams. A copy of the updated policy will be sent with approved spring permits to the organization president and field scheduler.
 5. Paul Tucceri will reach out to Mike Jaillet/town council to consult/discuss what proposed action could be taken if there are groups on the fields without approved permits.

6. Motion by Ann Delaney to approve the new wording (full listing below) as amended in the Fields/Outdoor Facility Policy, 2nd by Paul Tucceri. Unanimous approval.

Updated Field Policy would read as:

USE OF PUBLIC FACILITIES FOR PRIVATE GAIN

The Town of Westwood does not allow individuals to use public facilities **for private gain without first securing a permit** from the Recreation Department. Facilities include: fields, tennis courts, outdoor basketball courts, High School Track.

TRANSFER OF FIELD PERMIT IS NOT ALLOWED

Permit is only for organization or permit holder use. Violators are subject to permit revocation and/or field rental/light fees. Don't jeopardize your permit; refer inquiries for field use to the Recreation Department. Exception: Permit schedule changes within Level 1 are allowed BUT only with other permitted Level 1 organizations.

Transfer is defined as:

Permit user (organization stated on the approved permit) granting any individual, sport organization camp, clinic and tournament, use of town fields/facilities under their permitted time, with or without compensation.

Director/Staff report

- a. Welcome, Angela Lassig new Recreation Assistant.
- b. 2018 Town Report – Department draft provided to Commission. Mitch Katzman will prepare Commission draft and send to Nicole by March 25.
- c. Recreation Commission minutes will be posted to the town website in draft form following each monthly meeting. After approval at the meeting the approved minutes will be posted.
- d. March into Summer update: The event and registration period was very successful. Summer program registration revenue was up 19%. Sportsman reported they tracked 4 transactions a second at peak time. Full registration statistics will be recorded. Scholarships were slightly down from last year. We were able to work with our software company to change the program to suit the way we do registrations and minimize the creation of waitlists. The change was successful and 26 people were on the camp waitlist following the weekend event which is down 82% over last year. We are hoping to hear customer feedback this year about the experience with online registration. Staff is clearing 6 individuals from the waitlist this week. The other 20 are in the grade 1 camp group which has reached capacity. A review of facility space and staff is needed for this age group. The playground program is not yet full so waitlisted participants can register for playground and if a spot opens in camp they can transfer the program. Staff is also currently reviewing week 9 which has significant waitlists for the programs offered. The musical theater group continues to be popular but there are still open spots in some weeks. The actual wait line for registration during the event was cleared by 11:00am. Online registration was utilized by a significant portion of customers. All customer inquiries and operator errors reported were corrected on Saturday.
- e. Rich presented the fall quarter financial highlights. This report categorizes expenses that are directly related to programming. There will be a review and analysis of the parent/child programming. YTD FY 2019 continues to see revenue growth even into 2020. Looking forward to seeing an increase in Aquatics due to an increase in staff and lessons.

Next meeting: April 22, 2019, 7:00 p.m.

Moved by Joyce Cannon, 2nd by Lynn Connors, to adjourn the Westwood Recreation Meeting March 11, 2019, at 8:52 p.m.