

MINUTES

Recreation Commission Meeting

February 26, 2018

Call to Order:

Called to order at 7:07 pm by Paul Aries

Recreation Commission Members Present:

- Paul Aries
- Joyce Cannon
- Ann Delaney
- Mitch Katzman
- Bob Phillips via Phone
- Elizabeth Phillips

Recreation Staff Present:

- Nicole Banks, Recreation Director
- Taryn Crocker, Program Administrator
- Rich Adams, Business Manager

Staff Report: Taryn Crocker:

- Taryn shared the updated version of The Fields/Outdoor Facility Policy (attached). The updated policy enables the user to identify which level of field user they are. She explained how the wording has been updated to indicate that all field permit applications will be considered rather than automatically permitted. The wording will now read “permits are reviewed and approved/not approved.” This is an update to the policy.
- Board members were encouraged to take it home, review it and send suggestions for changes to Taryn by Monday March 5th. If you have any question you are encouraged to contact Taryn.
- Discussion followed regarding the use of the word “Elite” for the Morrison Baseball Field. The discussion regarding the use of the word was tabled for a later discussion, but it was stated that Westwood Little League has priority for utilization.
- Taryn raised the topic of the reduced fee wording. Ann Delaney motioned to remove this language from the policy, Bob Phillips seconded the motion. Motion passed with one negative vote, to remove the synthetic field reduced fees from November 1 – March 31 will no longer be offered and the language will be eliminated from the policy.
- A motion was made to change the category descriptions of Level 2 to Westwood Residents and Level 3 would cover Club teams, AAU Teams, Private Facility Teams and

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any other organization not recognized as Level 1 or 2. Motioned by Ann Delaney and seconded by Bob Phillips. Motion passed.

FY 2019 Budget: Nicole Banks and Rich Adams:

- Nicole shared that Taryn, Rich and Sue, the Aquatics Director, worked on the presented budget and it was a group effort that made this possible.

- All capital projects have moved forward in the budget request process except for the Sheehan School Repurposing project. The focus will be on the lighting for the WHS Tennis Courts, and Pool Pak Replacement. The Vehicle Replacement and Charge Station are funded from the Revolving Funds and Federal Grants. The Tot Lot and June Street Playground refurbishments are being funded from fund-raising efforts.

- The Annual Budget is almost totally self-supportive with the services that are provided. The general fund budget from the Town of Westwood pays for roughly \$140,000 and the revolving fund budget pays for \$320,000. Rich Adams shared that next year we will have an income statement that incorporates all sources of income and expense.

- A discussion followed regarding the camp fees. Rich explained the reason for cost increases, such as the programs for the younger campers had a higher staff to camper ratio. Nicole added that if a camper was there all day, including after hours, the parent would pay approximately \$6/hour, compared to the camper just there for three hours, would pay approximately \$9/hr. Overall, it remains a very cost effective program for the community.

- Rich also reviewed the pool costs for camps, and the plan for the pool to be credited with a portion of the camp revenue because it adds to the camper experience.

- The Playground Camp will have its own general ledger account this year in order for better cost/revenue tracking.

- Ann Delaney motioned to approve the budget as put forward, Mitch seconded. Motion passed.

Consent Agenda:

- Approval of Minutes from January 22, 2018 meeting: motion by Ann Delaney, seconded by Mitch Katzman. Motion passed.
- Recreation Commission Paperwork:
 - CORI (two-sided) with a copy of your license (do not email)
 - Ethics Summary Sheet
 - Ethics Online Training Certificate

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Member Reports:

- Ann Delaney shared the highlights of the Recreation and Open Space Visioning Session that occurred on February 1st. She shared that there was a great turn out, and that the next steps are to complete the notes and incorporate them into the written plan. The next meeting is on March 8, 2018.
- There is ongoing fundraising effort for the June Street Playground.
- Islington Task Force Islington Center Redevelopment Center discussion is on the agenda for the Planning Board Meeting on Tuesday, February 27th. Nicole and Paul are drafting a letter regarding the need for space to be sent to the Planning Board and Selectmen prior to the meeting.
- Nicole shared a draft of the Recreation Commission's Annual Report and recommended that everyone review it and email suggested edits and changes to her. Paul Aries will put together a report of 2017 accomplishments.

Director Report:

- March Into Summer - Saturday, March 10 10am-2pm, please contact Jodi for your volunteer time availability.
- The Annual Spring Fields Meeting was held on February 13th. All groups had a field representative at the meeting or contacted Taryn off-line. The meeting went very well.
- A vendor has been selected for the Downey Tennis Court Resurfacing project.
- Next Recreation Commission meeting will be held on Monday, March 19, 2018.

Motion to adjourn: Ann Delaney to end at 8:52 pm and Mitch Katzman seconded. Motion passed.