

MINUTES

Recreation Commission Meeting

June 25, 2018

Call to order:

The meeting was called to order at 6:44 PM on June 25, 2018.

Recreation Commission Members Present:

Ann Delaney
Lynn Connors
Paul Aries
Mitch Katzman
Bob Phillips
Joyce Cannon
Sheila Moylan

Recreation Staff Present:

Nicole Banks
Rich Adams
Taryn Crocker
Sue Perry
Kristin Scoble
Zach Krause
Jodi Steverman

Westwood Day Report:

Westwood Day planning is on track and the \$8,000 budget has been approved by the town. Each member of the Recreation Staff provided a report on their specific areas.

- **Activities: Taryn Crocker:** All activities confirmed with the exception of sports which is always confirmed over the summer. Online registration for the 5K and Fun Run will be on the website shortly.
- **Entertainment: Rich Adams:** All applications are in, and registration is closed, and there are no conflicts. Several entertainment acts are requesting to be compensated for the first time. Contracts will go out in the next month. The Recreation Commission supported keeping the budget as is and featuring local home-grown talent with no or low-cost fees.
- **Vendor Village: Zach Krause:** 37 Vendor Applications have been received, and we are anticipating many more to come in over the summer. Tents and tables have been ordered.
- **Food Vendor: Sue Perry:** Several food vendors are committed for this year. The on-line permitting system through the Board of Health will not be used, so the committed vendors are in the process of completing paper permit applications.
- **Sponsors: Nicole Banks:** Total sponsorships to date are \$26,750 plus \$2,250 in kind. The goal is \$30,000. A few new sponsors came in from the tri-fold that Kristin and Jodi created. Sponsor advertising will be posted on Social Media and the website in mid-July.
- **Volunteers: Jodi Steverman:** Volunteer sign up will be up and running by mid-July. Please contact Jodi if you have preferences for areas to work in that day.

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- **Logistics: Kristin Scoble:** Logistics planning is all under way. Police and Fire have their memos, and the golf carts are ordered. Recycling and trash planning is in process.
- **Marketing and PR: Jodi and Kristin reporting:** Social Media Marketing is receiving many views and shares, and the Westwood Day tri-fold has generated interest and a gold sponsorship. The sponsor marketing will take place starting mid-July.
- **Overall:** All Westwood Day planning is going very well and is very much on track for a successful Westwood Day on September 29, 2018.

Event Updates:

- **Patrick Chung Football Clinic:** A wonderful free event for Westwood and the surrounding communities. We are hoping to host this event in Westwood again next year. There were over 205 children in attendance, and several volunteers from the community, Westwood High School Football team and Recreation Seasonal Staff. Nike sponsored the event and provided t-shirts and gift bags for each participant.
- **Fireman's Foam:** Will take place on July 11th from 2:00 – 3:00 PM at the Sheehan School. There are several sponsors this year including The Thomson/Hayes Family, Rockland Trust, Wegmans, Panda Express, and The Westwood and Tobin Children's School. There will be a DJ and an Ice Cream Truck at then event. The original "Mr. Bubbles", Deputy Reardon, will be present and honored.

Public Comment: None

Consent Agenda:

- Motion to accept the consent: Ann Delaney, Mitch Katzman seconded. It passed unanimously.
- **Annual Reorganization:** Paul Aries motioned to nominate Mitch Katzman to take over for Chair, Vice-Chair Joyce Cannon, and Secretary- Lynn Connors. Ann Delaney seconded. Paul Tucceri will be recommended for the full position on the board and Paul Aries will be recommended for the associate position.

Commission Member Reports:

- **Open Space and Recreation Planning Committee: Ann Delaney:** The goal is to have a draft plan ready for Fall Town Meeting.
- Paul Aries discussed the potential to put forward a capital request plan for field improvements and/or field development. Some ideas are: lighting the Thurston Middle School field, new field development on the First Parish Church land and a dome over the multi-purpose field.

Director/Staff Reports:

- Rich Adams: There were 15 families (24 children) who applied for scholarships for summer camp this year totaling \$24,700. The Community Chest provided \$14,000 (\$800 per children/max \$1200 per family) and The Recreation fund contributed \$10,700.

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Business Update:

- **Scholarship Update:** A process has begun to draft a policy in regards for distribution of scholarships. Rich will be finalizing his draft and is working closely with The Community Chest. It will be discussed with Town Administration and will be reviewed so it can be in place for next summer season. Nicole: discussed programming during the school year so there is access for swim programs, and other programming. We need to determine at what level (amount) Westwood Recreation will contribute per individual and/or per family going forward.
- **Capital project Update:**
 - Tot Lot Playground: Installed and accepted by the town; complete
 - June St. Playground: Design is complete and the equipment will be ordered this week for an August installation.
 - Tennis Court Lighting: The first project planning meeting has taken place, and the next step is to review the electric hook ups and wiring.
 - Pool HVAC System: The system is currently being reviewed; the specifications are in the process of being defined.
 - Pickleball Courts: Two Westwood residents are looking into design options for potential pickleball courts.

Next Meeting:

August 20, 2018 7:00 PM, Community Meeting Room, Westwood Public Library

Moved by Joyce Cannon and seconded by Sheila Moylan to adjourn the Recreation Commission June 25, 2018 at 8:02 PM.