

MINUTES

Recreation Commission Meeting

September 17, 2018

Call to Order:

The meeting was called to order at 7:05 PM on September 17, 2018

Recreation Commission Members Present:

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

Recreation Staff Present:

Nicole Banks, Recreation Director
Rich Adams, Recreation Business Manager
Jodi Steverman, Recreation Assistant

Public Comment:

Antigone Grasso, Kerry Ciejek and Kathryn Travers; all residents of Westwood shared that the summer programming is currently wonderful, but that they have some suggestions for improvement:

1. Increase capacity of summer camp at Westwood High School
2. Provide registration priority for Westwood residents
3. Increase summer programming offerings between the end of camp and the start of the school year
4. Start registration earlier in the year than March

The residents also shared the anxiety and stress that accompanies summer programming registration.

Consent Agenda:

- Recreation Monthly Report: July and August

Director/Staff Reports:

- Summer Programming Update: Nicole Banks, Rich Adams and Jodi Steverman:
 - Overall summer programming very well attended and a safe and fun environment was provided for all participants.
 - The Westwood Recreation Department runs on a fee-based model and is charged by the Town of Westwood to assess and collect program fees to cover operating costs.
 - There were unexpected challenges with summer registration this year including a technical issue with applying the March Into Summer discount, snow days impacting week 1 of summer camp and schedule coordination with the Enrichment Program.

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- March Into Summer registration has increased 8% over 2017
- Non-Resident registration has remained consistent at between 14-16% over the past 5 years
- The summer programming waitlist clearing process took place between March 19 and May 10, 2018
- There were 132 children on the waitlist in March, 2018 and a total of 6 children did not receive spots in Summer Camp based on safety, capacity limitations and late registration
- Several enhancements were made to summer programming and the registration process this year including:
 - Prioritizing residents off of the waitlist
 - Adding full day sports programming
 - Utilizing additional classrooms in the high school
- Future enhancements being reviewed include:
 - Software improvements to registration process on both the participant and internal side
 - Increased coordination with the school administration and the Enrichment Program
 - Exploring additional programming options for weeks after camp ends
 - Waitlist processing time significantly reduced
 - Recreation Center on the capital projects list
- Westwood Day Update:
 - The entertainment schedule on Stage B has been adjusted
 - Re/MAX will be offering tethered balloon rides from 7:30 – 9:30 AM
 - Food Vendor totals are up to between 15 and 16
 - Vendor Village is up to 115 vendors and applications are still coming in daily
 - The cost of generators this year has increased significantly due to switching to a new company

Adjourn:

Motion to adjourn by Ann Delaney; seconded by Joyce Cannon at 8:34 PM.