

MINUTES

Recreation Commission Meeting 1/23/17

Call to order: Meeting called to order at 7:10 in the Champagne Meeting Room, 50 Carby Street

Recreation Commission Attendees: Paul Aries, Ann Delaney, Joyce Cannon, Mitch Katzman, Sheila Moylan, Elizabeth Phillips, Lynn Connors, and Bob Phillips via conference phone.

Recreation Attendees: Nicole Banks, Beth Roper

Nicole introduced Commission members to Beth Roper who joined the Recreation team on January 3, 2017 as the Business Manager.

Consent Agenda:

- a. Approval of Minutes – Dec 5, 2016
- b. Distributed Monthly Report for December 2016
Motion to accept the Consent agenda made by Sheila Moylan, seconded by Elizabeth Phillips; passed unanimously.

Commission Member reports:

Ann Delaney reports that the long range planning meeting has still not occurred. Paul Aries will contact Nora Loughnane for an update.

Public Comment: None.

Director/Staff Report:

Staff update - Screening interviews in progress for Assistant Aquatics Manager, have selected three candidates for additional interviews, one candidate has accepted another position, two other interviews scheduled.

Annual CORI & Ethics compliance - Recreation Commission members must complete the annual CORI forms, distributed and the online Ethics Training per instructions provided via email.

Budget Report – Nicole Banks and Beth Roper presented the proposed 2018 Budget. The budget will go to Finance Committee for review.

Not a lot of changes, first part is a narrative. No changes with the exceptions of the line item for training split in to In-State Travel and Meals & Lodging.

Discussion of a 2018 Westwood Day salary line item to cover staffing, details, etc. It is likely that \$8,000 would cover those costs for the event. Sheila suggests a change in wording from “salaries” to “overhead.” Also suggest moving this out of the Recreation staffing budget since it shows as a large increase and is not for department staffing. Westwood Day has its own account- can a town appropriation be paid through this gift account? Nicole will go back to Pam Dukeman to see if we are able to word it differently and remove it from Recreation staffing.

No additional increases outside of the Westwood Day item.

Discussion around the Total Salaries and Expenses Line where there is a discrepancy between total salaries. The difference of \$157,319 represents 3 salaries that are now full time. Full time positions cannot be paid out of the Revolving Fund so they show up on the department budget and are reimbursed annually.

Revolving Fund: The FY2016 projection was \$690,000 which was a conservative estimate the actual was closer to \$790,000. There is potential for growth in the summer playground program, however other programming including aquatics and camp are at capacity. Paul Aries recommends adding a column to the spreadsheet showing the increase or decrease from year to year.

Completed budget report, needs a vote to move forward, must include clarification of “salaries” to “overhead” and more, as above. Motion to approve the budget, subject to receipt of a breakdown of the difference \$157,319 moving from the revolving fund to the general fund and the \$8000 Westwood Day line item being removed from Recreation Staffing, made by Ann Delaney, seconded by Elizabeth Phillips and passed unanimously.

Court Re-surfacing and Lighting Project – Nicole reports that since the last meeting she has collected information and pricing on a 30’ pole option for lighting which was proposed to accommodate the neighbor’s concerns with 50’ pole perimeter lighting.

The 30’ pole option requires the lights be placed on court. She spoke with school administration and they are okay with lights being added to the WHS courts but wanted the poles to be aligned with the center nets for safety. The proposed layout was not able to align with the center nets but adds 16 light poles lined up behind and in front of the players. This is not ideal because the player serving will have lights in their line of sight and shadows will be created with lights behind players.

The court re-surfacing company strongly advised against the 30’ on court lighting option. The courts would need to be cut the entire way through into 4 slabs to run the electric conduit at 36” depth and set the sona tubes for the 16 light poles. The resurfacing costs would be additional \$30,000 for project installation and estimated additional \$5,000 a year for maintenance.

Not known yet - Cost for conduit/electric work and fixtures: 10 additional poles and 8 additional fixtures. Ann Delaney suggested that the lights on the multi-purpose field be changed to newer LED light style that would not bother the neighbors. In light of new information including safety recommendations, playability concerns, court integrity and maintenance repercussions, as well as increased light spillage the commission is not in favor of the 30’ pole option. The commission requests that Nicole and Beth do a comparison cost analysis on the two lighting options and present at next meeting.

Fields & Facilities Updates

Portable toilet contract – Beth Roper reports that the current vendor has no formal contract. She has spoken with a few different companies, Clean-Portable-Restrooms, being one of them and plans to meet with them this week. Portable toilets are for seasonal field and park locations for youth and adult sports and recreation as well special events. Goal is to have a contract in place for March 2017.

Westwood Wolverines Baseball – Nicole reports that Westwood Wolverine Baseball has requested a status change to be categorized as a Westwood Youth Sports Organization which would waive fees for use of ball fields and provide priority scheduling on fields. The group wants to be categorized differently for field availability and for a fee change. Commission denied request as this group is an AAU team.

March Into Summer – Annual summer program registration event is scheduled for March 11th. Need volunteers for the event during the hours of 9 am - 3 pm. The server for our SportsMan registration software will be upgraded to a cloud-based service to eliminate any service delays during high volume registration times.

Beth will be working on the registration process information, making it crystal clear, how it will work, when the discounts are available, and will communicate that “we heard your feedback” from the survey conducted.

Westwood Day – The event is scheduled for Saturday, September 23rd. Football game is on Saturday this year following Westwood Day event. Question of when to hold the Fireworks was discussed. Will it make the day too long if it stays connected to the football game (Saturday), or should it be kept as a Friday kickoff event. Paul Aries suggests connecting it to a fun night activity if it is held on Friday. Bob Phillips disagrees with separating it from the football game, referencing previous discussion. Commission supports holding fireworks on Friday as event kickoff.

Next Meeting: February 13, 2017 at 7:00 pm, location TBD. Additional meetings tentatively scheduled for March 13, 2017 at 7:00 pm and April 10.

Motion to Adjourn: Joyce Cannon motioned to adjourn at 8:39 pm, seconded by Elizabeth Phillips, passed unanimously.

Respectfully submitted,

Lynn Connors, Secretary