

MINUTES

Recreation Commission Meeting 2/13/17

Call to order: Meeting called to order at 7:08 in the Recreation Office, 240 Nahatan Street

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

Recreation Attendees: Nicole Banks

Consent Agenda:

- a. Approval of Minutes – January 23, 2017
- b. Distributed Monthly Report for January 2017
Motion to accept Consent agenda made by Elizabeth Phillips, seconded by Joyce Cannon after clarification of the FY18 Budget line item Salaries and Westwood Day; passed unanimously.

Commission Member reports:

Comprehensive Open Space Master Plan - Ann Delaney reports there is no update. Contact persons are Abby McCabe and Janice Barbara in the Planning office. There is no scheduled meeting at this time. Westwood currently provides a “C” level of facilities as relates to open space and recreation areas. Ann will ask if they want her to review the documents and provide an update at the next meeting.

Reminders -

- Commission members need to submit annual CORI form as soon as possible to Kristin Scoble.
- Finance Committee meeting for Recreation capital projects is scheduled for 8:00 am on February 22.

Public Comment: None.

Director/Staff Report:

2016 Town Report - The Recreation Commission Report is due 3/31/17. We hope to have a draft ready for the next meeting. This should be broken out more into categories.

Capital projects

- UV filtration system
- Westwood Day
- Goals for the upcoming year
- staffing analysis
- staffing restructuring

Upcoming events

- March into Summer is March 11. Wegmans is sponsoring again this year. Please email Jan with your availability to assist at the event
- Fishing Derby scheduled for Saturday, May 13 from 7-11am at Buckmaster Pond
- Spring brochure is ready, it will be available on line Friday 2/17 and will be mailed 2/22

Fields & Facilities

Scheduling - Taryn will coordinate all field scheduling and contracts. Fields meeting is scheduled for Feb 28 at 6:30 pm in the Selectmen's meeting room. The opening date for fields unknown at this time, weather dependent.

Tennis Courts Re-surfacing and Improvements Project - USTA guidelines recommend against the placement of lighting poles within the area of play. Poles located within the courts playing surface degrade the surface condition likely necessitating repair or replacement sooner than anticipated lifespan. Cost estimates for lighting options: for 30 foot poles, placed within the court surface, requires 16 poles and estimated cost is \$473,000; with 50' poles, located on the exterior of the courts, requires 6 poles and lights, estimated cost is \$295,000.

Nicole has reached out to the neighbors to review the plan; they were previously opposed to the 50ft poles. They have been made aware that the current lights at Multipurpose field are 90ft poles. A meeting has been scheduled with the neighbor the week of Feb 20th, Sheila and Mitch would like to attend. The school department has reached out in support the lighting of the courts. Tom Philbin the green advisor for the town will recommend that the next grant that is received will be used to replace the light fixtures at the Multipurpose field. The towns of Reading and Barnstable have used the same 50ft poles and lights proposed for Westwood. The light control system allows user to control use of lights to only as needed and can be set to default to first usage of court furthest from neighbor. The Recreation Commission will determine what time the lights will be automatically scheduled for shut off at a later time.

June Street Playground - An updated packet is ready to go to businesses for fundraising. Patty Hill, neighbor to the June Street Playground, is concerned about the continued maintenance of the playground. DPW budgets \$135,000 for parks, playgrounds and playground maintenance with approximately 8 – 10% going to playground maintenance. The DPW and Recreation work collaboratively to repair items identified during annual inspections.

MRPA Annual Conference March 13-15. Nicole will be there for the whole conference. Sue Perry and Michelle Miller will be presenting. Other staff attending as available and based on conference session content.

Staffing Update

- Aquatics position still available, several candidates have been considered but either lack necessary certifications or have accepted other positions. Nicole reached out to a potential candidate who is still in school. May need to re-evaluate and re-post the job in the spring.
- Summer camp director position has been posted. The interviews start Feb 27. Danielle Sutton, Director of Westwood Youth & Family Services, will be part of the interview team. All other summer positions are now posted online as well.

Other Business: Town census included a survey in the envelope mailed to all residences. Nicole will follow up with Town Clerk's office regarding any feedback or results.

Next Meeting: March 16, 2017 at 7:00 pm, location TBD.

Motion to Adjourn: Paul Aries made a motion to adjourn at 8:26 pm, seconded by Elizabeth Phillips, passed unanimously.

Respectfully submitted,

Joyce Cannon