

# MINUTES

## Recreation Commission Meeting 3/16/17

Call to order: Meeting called to order at 7:21 in the Champagne Meeting Room at Carby Street

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

Recreation Attendees: Nicole Banks

Consent Agenda:

- a. Approval of Minutes – February 13, 2017
- b. Distributed Monthly Report for February 2017  
Motion to accept Consent agenda made by Sheila Moylan, seconded by Ann Delaney; passed unanimously.

Commission Member reports: None

Public Comment: None.

Director/Staff Report:

**2016 Town Report** - Paul Aries is going to author the Recreation Commission report and will outline the purpose of the Commission and report on the accomplishments of 2016, calendar year.

**Event Updates -**

*Westwood Day*

Dates scheduled: Sept 22 & 23. Wolverines football game back on the schedule for Friday, Sept 22 on the eve of Westwood Day, prior to the fireworks.

In-kind sponsorship is under review, planning to place a specific dollar amount to these services in order to be considered a “sponsor” and have signage and promotional access. Some things will be added to the budget instead of current policy.

A discussion of the use of the Re/Max balloon; a review will be scheduled as there were some issues with staffing and timing. Need Re/Max to provide own staff/volunteers to assist on site. In-kind sponsorship of the balloon to be discussed prior to acceptance for next year and as part of larger sponsorship review. Timing of the event does not match with preferred hours for balloon liftoff, likeliest timing for that is early AM hours.

Review of specific areas, such as parking where additional staffing is needed for the coordinator level. It was discussed that reaching out to all the other committees in Westwood and suggesting ownership of leadership to share the wealth of the responsibility for the town-wide event. The recreation staff is short staffed, currently with no Asst. Aquatics Director position. Also, it was discussed that another department could provide a person to take the lead on Food Vendor Village. Finally, it was discussed that a mandate from Mike J. might be needed which asks for one major volunteer from each town department.

### *March Into Summer*

Record \$348,000 in day-one of registration and an additional \$58,000 done in-house during the event. This is compared to \$330,000 during the 3-day event last year. Success was attributed to many things: very clear and precise directions for registration were provided. Online registration was moved to the Cloud as it had crashed last year. There were zero errors reported in the minute-by-minute digital record of the event's online registration.

Consideration of the idea to offer residents priority over non-residents for some designated period of time. The department relies upon non-resident registration to fill programs year round. Non-residents pay an additional fee and without these participants many programs would be cancelled due to low enrollment. The Recreation Commission would like to review the actual registration statistics before making any recommendation.

Summer program brochure is due out in May. Paul Aries indicates that he knows of Emerson College graduates in the Performing Arts that may be qualified and interested in the musical theatre program which fills completely each year. There are 5 weeks of the program currently scheduled and each has a waitlist.

Some feedback during MIS event included: need for a designated person inside at the bouncy houses to enforce safety. This year, that need was filled by wandering recreation commission board members.

### **Fields & Facilities**

#### *Court Surface Refurbishment*

Morrison Park - Survey and design options presented and an MBTA easement update is still needed to determine if tennis court can fit in the space available. Process: internal review, then presented to the Selectman for approval, then public comment, then vote at Town Meeting. All in agreement that none of the options 1, 2, or 3 were viable and Option 4 is to resurface basketball court, leave the DPW shed, replace the fence and make no changes to parking, for the moment. Estimated cost is \$46,000.

WHS - There was a meeting with neighbor of WHS regarding the lighting options of the tennis courts, and no mutual agreement could be made. It has been decided that 30' and 40' lighting poles are not feasible due to the need for poles inside the courts which would create safety concerns during play. Neighbor is against 50' poles even with the demonstrated perimeter recommendations. This recommendation will not go to the spring Town Meeting. They are considering retro-fitting the multi-purpose field lighting with LED –non-light spillage and will consider grants for funding. It was noted that Mike Jaillet thinks that there are other funding sources for resurfacing WHS/Morrison/Downey Courts.

#### *Playgrounds*

Spring inspections are scheduled for 4-11-17 for the Tot Lot and the School Street playgrounds.

Discussion of Little Free Libraries in collaboration with Early Childhood located at the Tot Lot and the School Street playground.

Lion's Club Tot Lot equipment needs some repair, estimate of \$2,900 for installation of new section that is noted as a safety hazard. It was discussed to request the Lion's Club fundraiser for equipment replacement. Tot Lot see-saws need to be removed. No funding mechanism in place. Budget of \$10,000 a year has been designated for upkeep of all playground equipment.

Bob Phillips recommended we reach out to the Young Women's Club in town for funding and Ann Delaney recommended that a Playground Booth be present at Westwood Day to build awareness and as a fundraising vehicle.

### **Staffing Update**

A second round of interviews for the summer camp director were scheduled for this week and a reposting for the Asst. Aquatics Manager position was reported.

Other Business: Town Census survey did go out and is being managed by Mike Jaillet and Administration. They will reach out to any department survey information pertains to. No update to date.

Next Meeting: April 10, 2017 at 7:00 pm at Carby Street.

Motion to Adjourn: Bob Phillips made a motion to adjourn at 8:26 pm, seconded by Lynn Connors, passed unanimously.

Respectfully submitted,

Lynn Connors