

MINUTES

Recreation Commission Meeting 9/11/17

Call to order: Meeting called to order at 6:35 in the small Library conference room.

Recreation Commission Attendees: Paul Aries, Shelia Moylan, Ann Delaney, Joyce Cannon, Mitch Katzman, and Bob Phillips

Recreation Attendees: Nicole Banks, Taryn Crocker, Kristin Scoble, Sue Perry, Zach Krause, Erika Schaad

Public Attendee: Jean Carney

Westwood Day:

Westwood Day – planning update (Recreation Staff)

Budget Update:

Taryn Crocker provided an update explaining that there is approx. \$8,000 budgeted and an additional \$30,000 from sponsorships. This support will allow us to run the event again with no fees and charges for entrance or activities. There will be a post event budget update.

Entertainment Update:

Kristin Scoble explained the need to switch up the entertainment application process this year to allow for new acts. Over the last several years, we had more groups looking to perform and would like to give new performers an opportunity. In the application process there was no guarantee of a spot for any performer who had performed in the past. The new process was explained and that budget was one factor in the decision. Two performers not selected this year were Westwood Winds and Westwood Swing Band who have each performed all years at the event. Three new bands were included this year and the Irish Step dancers were moved to the larger stage to kick off the event. Richard Travers Studio is providing the National Anthem.

Paul Aries asked about the performances not selected and Kristin referred to the new process and that budget and accommodating other local groups was considered.

Kristin also provided an entertainment schedule to the meeting which was well received.

Activities Update:

Taryn Crocker reviewed most of the activities scheduled for this year including the new rock climbing wall and the Girl Scouts Jumbo Connect 4 game.

Paul Aries asked where the wall would be located and Taryn stated at the end of the parking lot with the car show.

We will have the same sports groups as last year: Youth basketball, Youth Soccer and Youth Hockey.

Taryn explained the hot air balloon was cancelled this year. A discussion pursued as to how we might make this happen next year.

Taryn mentioned there were not a lot of car show applicant but they typically just show up the day of the event.

Fireworks contract is in place and has been signed.

Sponsors Update:

Nicole Banks gave the update and explained we had one more new sponsor Bubbling Brook who joined as a bronze level sponsor. They will not be present or have a table.

Not Your Average Joe's once again gave us \$750 in gift cards which will be used to thank the volunteers.

ReMax cancelled the hot air balloon and will not have a vendor booth this year.

Officials Invitations & Roles Update:

Nicole stated that the invitations were being handled by Betsy and Christine in the Selectmen office.

The Town Administrator may be out of town attending a municipal conference.

Mini town hall is typically coordinated by Dottie but many of the town employees are volunteering for the event so mini town hall will be reduced in size. Bob Phillips suggested getting people in all town departments to help and it was mentioned that many are.

Marketing/ PR:

Kristin Scoble gave the update explaining all the signage and A-frames and banners are all up around town. The large sponsor banner is hung on the Flahive Field fence for the football game.

The topic of the logo was brought up and how much everyone loves it! All the signage around town looks great.

There will be continual WWD posts on FB leading up to the event.

Volunteers:

Erika Schaad gave the update on the status of the volunteers. This year we used SignupGenius for both the adult sign ups and the students. This is working out well as the link can be copied and sent to anyone. Currently as of (9/11) have approx. 66 adults signed up (this included 20 from Encounter Church) and 40 students. This number is quite a bit lower than this time last year.

A discussion by Nicole began about the need to get the word out however we can, asking family, friends neighbors. It is critical for this event to have enough volunteers to make it run smoothly.

Nicole asked the Commission to contact Erika with specific times they are available for the event so we can slot them as needed. A few of the Rec commission members said they would email Erika directly with their availability.

Everyone agreed that Encounter Church were fantastic help last year and were pleased they were returning.

Logistics:

Nicole Banks handed out a copy of the new bus loop this year. Hanlon and Sheehan lots are not being used this year. Instead one shuttle will do a continual loop using the lots designated on the map. This change occurred due to the fact that the other lots were not being utilized heavily and that people wanted to be closer to the event activities.

A discussion about the inclement weather plan was held. Nicole stated that vendors would move to the gym, the cafeteria would be used for public to eat and food vendors would be outside the cafeteria. Most activities would be cancelled except perhaps some crafts and pumpkin painting.

Vendor Village:

Zach Krause gave an update that 92 vendors signed up as of 9/11. There are a few outstanding CORI forms which he is following up on. We will continue to accept new applicants up to this Friday with the understanding the CORI forms must be processed by the police before they are allowed to participate.

Food Vendors:

Sue Perry provided an update for the food vendors, she explained there were a few we were still uncertain of including Toast Office and Bowl Boyz. Papa John's was also still getting things organized but if they did not come through the swim team would sell pizza. She mentioned that since Boston's Baddest Burger dropped out they asked Pete's Push Cart to add burgers to their menu.

The committee was pleased with the list of vendors this year.

Consent Agenda:

- a. Approval of Minutes – June 19, 2017
- b. Distributed Monthly Report for June 2017
Motion to accept consent agenda made by Ann Delaney, seconded by Joyce Cannon; passed unanimously.

Commission Member reports:

- a. Open Space and Recreation plan updates – The Town Conservation Agent reached out to see if a recreation commission member could be involved with the Open Space and Recreation Plan updates and serve on the task force that would review and update this document. The last update was done in 2000 and it needs to be reviewed again. Conservation is looking for data to be updated by the end of the month. The committee will start to meet to review the data and update the plan. Ann Delaney was recommended to serve in this role and she accepted.
- b. Bob Phillips asked about AAU teams renting the fields. This brought up the question of out of town vs. in town use of field space and if there was enough open field space time for residents. Bob asked that the field policies be brought for review at a future meeting.

Public Comment:

- a. Jean Carney attended to discuss pickle ball and share info. on availability in surrounding towns.

The Clubs in this area: 4-Newton, Wellesley, Braintree-6 courts, Jamaica Plain, Hyde Park, Dedham,

Weymouth club-competitive clubs

Indoor courts: West Roxbury, Wellesley and Canton

Can play game in 5 min.

Team: 2v2 per court

Season: April thru Nov.

Portable nets

Visual aid-smaller handles/whiffle ball type

20x44 dimensions

34x64 recommended by US Assoc.

Boundary: ball bounces 1 or 2 times and rolls

Review of Sheehan site:

Jean measured from fence post - 120x108 from fence to fence; can fit 3 courts

Need benches - outside of fence is preferred

Pass key lock on fence - optional

We can bump outfield - 12 ft. space to school and field

Nicole will propose costs with additional fencing and where \$\$ will come from. Jean left websites for Nicole to research.

Director/Staff Report:

- a. Nicole provided an update on staffing and hiring for the department. Zach Krause has started as the new Aquatics Assistant Manager and is doing great. The business manager position has been posted and will close on September 27. At this date there are over 70 applicants and the selection process will start with phone screening interviews followed by in person interviews. The Recreation Assistant position has been transferred to a union position and is anticipated to be posted next week. Erika Schaad is serving as temporary Recreation Assistant and has been doing a great job.
- b. Pool update - The pool has undergone several energy improvement projects. These include all new LED lighting with dimming capability and variable frequency drive pumps that can power up and down with pool use and maintain flow and turnover rates in the most efficient manner. The estimated cost savings is \$5,600 annually.
- c. Courts update – The WHS court resurfacing has started by New England Seal Coating. The work has been halted until the company provides all required paperwork to the town. The work is scheduled to be completed before Westwood Day.
- d. Playground update – The Lions Club will be holding a fundraiser for the Tot Lot playground on Sept. 16 from 3-6pm at the COA lawn next to the playground. June Street is waiting for donated items from the Downey playground.

Other Business: none

Next Meeting: October 23, 2017 at Carby Street.

Motion to Adjourn: Ann Delaney made a motion to adjourn at 8:26 pm, seconded by Mitch Katzman, passed unanimously.

Respectfully submitted,

Erika Schaad and Sheila Moylan