

# MINUTES

## Recreation Commission Meeting 11/20/2017

Call to order: Meeting called to order in the Champagne Meeting Room at 7:07 by Paul Aries

Recreation Commission Attendees: Joyce Cannon, Sheila Moylan, Bob Phillips, Paul Tucceri, Paul Aries, Lynn Connors, Ann Delaney, and Mitch Katzman

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

Consent Agenda:

- a. Approval of Minutes – October 23, 2017
- b. Distributed Monthly Report for October 2017

Motioned by Joyce Cannon, seconded by Mitch Katzman. Consent agenda passed unanimously.

Commission Member reports: N/A

Public Comment: N/A

Director/Staff report:

- **Westwood Day event debriefing notes and input for Westwood Day 2018:**

- \* **Possible dates:** September 21st & 22nd or 28th and 29th for the next WESTWOOD DAY 2018

- \* **Food Vendors:** Sue Perry comments

- \* **Vendor Village:** Zach Krause comments

- \* **Entertainment:** Kristin Scoble

The information on the Entertainment Contract was in the information packets. It was noted to send comments and change suggestions to Kristin.

Also discussed was the creation of a sub-committee under the Recreation commission to be able to help make recommendation to the Recreation Commission for final decision on Entertainment schedule.

A discussion formed around ‘Professional’, Non-professional’, Teacher/Student groups and whether we will be setting limits to how many years they can perform. Also discussed was taking a look at payment for bands and to review the budget for this.

\* **Activities:** Taryn Crocker

The climbing wall was a hit this year.

The distracted driving exhibit was a hit.

The train was discussed and was enjoyed but there were some issues with the older kids jumping on and off while moving.

The Spin (REV’D) class was a big hit!!

Adding a second show for the fire demonstration was a great addition.

\* **Other comments:** Additional participation from Town Staff made the day so much easier than in the past.

**Westwood Day 2017 Budget:** Nicole Banks

The appropriated funds from the Town Budget \$8000.00 explanation were reviewed.

We would like to see an increase of revenue for next year. Also an increase in Sponsorship is hopeful and tapping into the new companies coming into Westwood.

A suggestion from Paul Aries included helping with contacting some new or current sponsors.

We may see a decrease in cost with payment for the bands and decrease use of the shuttle bus.

Paul Aries recommended an event app for next year and is willing to help.

***The amount of work and effort that goes into this event, we can never give you enough thanks. On behalf of the residents of Westwood, we give you our heartfelt thanks.***

- **Field scheduling updates:**

Taryn Crocker - Field Rentals 2017

Taryn explained that there has been a tough learning curve with all the variables to field rentals. Those things include fields and the changes that happen due to weather changes and then with the need to refund the group as they were not able to re-schedule.

One change that is happening is that Recreation Staff will now bill the groups for lighting for per hour and then will make a transfer with the Town, under Ken Aries.

The staff is looking to make the billing a similar process for both field fees and lighting fees.

Bob Phillips brought up two issues. He would like to see discussion to follow regarding:

- 1) Payment should be collected on a timely manner.

- 2) Timing be looked at for non-residents and not have early morning Saturday fields all booked, which is not allowing residents to practice with their family members at those prime times.

Mitch Katzman would like to look at fee schedules changed for residents vs. non-residents.

- **Open Space & Recreation Survey**

The survey will be available from November 13 through December 1, 2017 for public input

It was asked to please fill out Open Space Survey

- **Personnel update – Nicole Banks**

*Business Manager:*

We are close to an offer for the Business Manager position. There were 100 applicants and the 3 candidates went through three rounds of interviews. We had a meet and greet with the staff and an offer is being made tomorrow. We are very excited about our selected candidate.

*Recreation Assistant:*

There were 383 candidates. Those were narrowed down to three candidates. These three were brought for an in-person interview. One candidate will be brought in for a meet and greet with the Recreation Staff soon.

The HR Department has been great working with us through the process.

- **Field Facilities updates**

The second installment of \$15,000 for the Roche Brothers sponsorship of the June Street Playground, has been received however, some additional funds will be needed. There will be recognition for Roche Brothers on the signage and there will be Grand Opening Event in one the equipment is installed.

Next meeting: December 12, 2017, at 7:00 pm

Motion to Adjourn: motion made by Sheila Moylan, seconded by Joyce Cannon, passed unanimously.

Respectfully submitted by Lynn Connors