

# MINUTES

## Recreation Commission Meeting 6/23/16

Call to order: Meeting called to order at 6:25 PM at the Westwood Public Library.

Recreation Commission Attendees: Ann Delaney, Bob Phillips, Mitch Katzman and Paul Aries. Absent: Joyce Cannon, Lynn Connors, Elizabeth Phillips, Dave Reilly and Sheila Moylan

### Westwood Day 2016 Planning Update

The Westwood Day Planning Outline was reviewed with Recreation staff including Mike Griffin, Susan Perry, Jan Parr, Kristin Scoble and Taryn Crocker. Mike reviewed the logistics of the event and discussed the inclement weather plans as determined with input of High School administration, said plan to include the use of the gymnasium, small and large auditoriums and cafeteria. Sue Perry reported on Vendor Village and updated the number of current vendors to 18. Applications are arriving daily at this point. Sue also reports that Food Court vendors are slow to commit. This is not unusual; however some have expressed concern about location at event or competition which we are not able to guarantee exclusivity of product or specific locations. Kristin Scoble reported that the entertainment for Westwood Day is mainly confirmed at both the Main stage and Children's stage and will include several returning performers as well as some new acts, with an emphasis on local talent. Taryn was able to confirm the following activities: roaming railroad, animal craze, 5K road race and 1 mile fun run, inflatables, East Coast Gaming, and car show. Sport groups sponsoring activities include WBA, WYS and WYH. Nicole reports that the sponsorship push has been made to both returning sponsors and new businesses. The goal is \$30,000 and she is confident that we will match that amount. To date, we have secured the support of ten sponsors for a total of \$21,500. Jan Parr shared the new WWD tri-fold which she created to highlight the event for potential sponsors, vendors or volunteers. This flyer was recently mailed to 375 Westwood businesses who have not participated in WWD to date. Marketing for the event is on-going with an emphasis on sponsor promotion both on the WWD web page and through social media. Jan also reported on the need to push for adult volunteer participation. We are hopeful that Commission members will themselves volunteer at WWD but also work to identify potential town groups or clubs that Recreation staff can approach for volunteers. List of job descriptions and volunteer flyer were shared with Commission members and can be used for recruiting.

Consent Agenda: A motion to approve the Consent Agenda including the minutes of May 16, 2016 was made by Ann Delaney and approved by Bob Phillips. Unanimously approved.

Annual Commission Reorganization: Nicole heard from Dave Reilly that he was thinking of stepping down. Joyce Cannon is renewing for another term. If Dave leaves, we will have one full member spot open. Mitch is interested. Paul will reach out to Sheila to see if she was interested since she has seniority. Then we will make a recommendation to the Board of Selectmen. This will open up 1 or 2 associate member spots as well.

We also discussed officers for next term. Paul is willing to continue as Chair. Lynn was not present, but those present suggested that she continue as secretary. We decided to table the discussion of Co-Chair until August when we hopefully have more members in attendance.

Commission Member Reports: None

Public Comment: None

Conflict of Interest Policy: Nicole spoke to Dottie Powers, town Clerk, and was told that there is a town policy in place. Any town employee, or volunteer to a board or commission, is to follow the state guidelines and Dottie recommended we stick with those guidelines. She thought we don't need a separate policy for the Recreation Commission. If there is a conflict of interest, the member would go to Town Hall and fill out a form that discloses the conflict. If they need information on how to participate in the meeting where the issue would be discussed, they should contact the Massachusetts State Ethics Commission. We determined that we do need clarification as to whether or not a commission member can speak as a member of the public in front of their own board.

Report of the Director:

Westwood Little League Championship is planning to be held at Morrison field. The town's safety departments need to weigh in and then the permit will be granted. The other permit holder for that week has agreed to re-locate to the Morrison softball field.

Adult softball is taking place at Morrison Park. The Recreation Department is reviewing the safety plan to allow continued use of the Morrison softball field by the adult league. They have funds to install the 40 foot safety net but not yet enough for the chain link fence. They are short about \$20,000 and are looking for all sources of funding to make up that short fall.

Turf field replacement and the track refinishing will begin on July 1.

Other items not reasonably anticipated by the Chairman 48 hours in advance of the meeting:

The issue of dogs in the parks was discussed. Bob will work offline on this and bring us some sample signs to review.

Next Meeting: August 22, 2016 at 7:00 PM at Recreation Office. Will tour the pool facilities and see the new UV filter system.

Motion to Adjourn: Made by Paul Aries and seconded by Bob Phillips. Unanimously approved.

Respectfully submitted,

Ann Delaney