

MINUTES

Recreation Commission Meeting 8/24/15

Call to Order: Meeting convened in the Champagne Meeting Room 6:05 PM.

Recreation Commission Attendees: Paul Aries, Sheila Moylan, Joyce Cannon, Dave Reilly, Bob Philips, Lynn Connors, Elizabeth Phillips

Recreation Staff Attendees: Nicole Banks, Jan Parr, Mike Griffin, Sue Perry, Julie Harrington

Westwood Day planning update:

1. PR/Marketing – Jan update - Lots of PR going on!
 - a. Well ahead of the game for signage including banners, A-frames
 - b. WESTCAT – lined up to have a presence there.
 - c. Fall Brochure delivered with lots of details on WW Day
 - d. Community Newsletter scheduled to be published Sept. 15th
 - e. Social Media posts have been out for some time
 - f. Products/Giveaways including mouse pads, tote bags
2. Event Map – Nicole update - Slight changes to the map but not finalized yet
 - a. Waiting for Vendor deadline on Sept. 25th
3. Sponsors – Nicole update – wrapped up
 - a. New sponsors came in from University Station
 - b. Sponsor packets have been sent out to Sponsors
 - c. Working on sponsor placement and activities
 - i. ReMax – tethered Hot Air Balloon rides
 - ii. Prime Motors – cars on display
 - iii. Chinese School – calligraphy
4. Officials Invitations – An update was provided to the BOS on August 1. Will reach out in in September for final updates and logistics for BOS involvement
 - a. Mike Jaillet – mini town hall and main stage welcome
 - b. State officials – working with Christine on invitations
 - c. School department overview – briefed Ken A.
5. Vendors – Sue / Julie update
 - a. 9 Food vendors signed up (confirmed in bold)
 - i. 3 vendors dropped due to date shift (High St. Market, Bubbling Brook, Captain Marden's)
 - ii. **House of Loh, Bibi's Café & Bakery**, Chiara, **West Rec Swim Team (Hot Dogs, candy, drinks)**, **Noodle & Co.**, **Papa John's**, **Boston Burger Co.**, First Baptist Church, Harrow's Pot Pies, Capriottis
 - iii. Looking for replacement for push cart vendor
 - b. Well over 50 vendors signed up – word is out!
 - i. Yoga, Cross Fit, Michael's, Becker Glass, More to come...
6. Logistics/Facilities/Operations – Mike update
 - a. Bus Company confirmed
 - i. Stop shifted down to administration circle
 - b. No field permits issued for MS/HS
 - c. Rentals

- i. Tables/chairs/tents by All Season Rentals
 - ii. Staging provided by Image Productions
 - iii. Children's stage over by the WHS Softball field
 - d. Welcome tents located at the access road to the HS
 - e. Reserved more golf carts for this year
 - f. Generators - DPW, School Dept., Fire Department
 - g. Bosco Crane
 - h. Trash/Recycling
 - i. Working to secure resources to do trash pick-up
 - ii. Dumpster coordinated with DPW
 - i. ATM Rental - relocated closer to Food Court and lowered currency (\$10 bills)
 - j. Parking - First Parish/St. Mark's Church will allow overflow for vendors
 - k. Portable toilets - same as last year
- 7. Fireworks Update - Nicole
 - a. Contract signed
 - b. Set up finalized
 - c. Fire Department lined up
- 8. Activities - Nicole update for Taryn
 - a. Youth sports group confirmations coming in
 - b. Roving Railroad being considered
 - c. Pre-teen/Teen inflatable area in the Tennis Courts
- 9. Entertainment - Paul A. update for Kristin
 - a. Westwood Swing Band
 - b. Barbershop Quartet
 - c. Board of Selectmen/State Rep
 - d. WW Winds
 - e. WHS Reunion Band - Headline Act
 - f. Need to coordinate band arrival/set-up and need to understand how many in each group
 - g. Master of Ceremonies - Chairman Paul Aries
- 10. Volunteers - Jan update
 - a. Email and social media outreach for volunteers has happened
 - b. Critical push for adult volunteers so that each area has coverage
- 11. Budget – Nicole update - Budget is in black due to healthy starting balance and significant sponsorships

Consent Agenda: Motion to approve minutes of June 22, 2015 made by Liz Phillips, seconded by Joyce Cannon. Approved unanimously.

Public Comment: None.

Commission Member Reports:

1. Ann Delaney in process of joining Master Plan Committee, discussion to follow of role of Recreation board member on this committee. To promote Recreation Center for: gym space, kitchen space adult program space and office space.
2. See attached of proposed FY 16 Department Goals and it has been decided to meet as a staff quarterly to assess plan. Nicole, "Goals are a great way to keep heading in a direction."
3. Discussion of the need to survey town people to find out their "wants" and to be able to be the voice of the community. Discussion of contracting out survey or keeping it internal. Liz mentioned that outside

consultants are facilitators and would have the ability to survey gaps in service as well as use of facilities and collect data on specific wants of the community and current ability to meet these desires. Ann would use the program assessment as a tool to bring to the Master Plan Committee. “We need to know what we don’t know,” Paul Aries.

4. Playgrounds: update 8/20/15 outline of plans. Nicole will email Pheasant Hill Park inspection report.
 - Tot-lot updates – repairs and installations completed 7/26/15
 - School Street updates: Equipment being identified for repair/maintenance. Spinner to be removed which is located far right corner. Potential parking problem was discussed due to no parking on School Street. A suggestion was made to look into signage of “Resident Only Parking.” Maintenance and repairs being scheduled with the company that originally installed the equipment.
 - June Street updates: inspection has been made and current equipment needs to be removed. Removal being done by DPW as it is a safety hazard and there is a recreation board interested in running a fund-raising effort to replace equipment. Neighborhood project as there is no parking available. Benches, a few pieces of equipment to be placed: to be decided. Notice to go out to the neighborhood and work to be scheduled following notice.

Report of the Recreation Director:

Field Update - Deerfield Field redevelopment update:

Field use plan has been put in place. Updates to be passed on via the coaches for their teams as well as coaches of traveling teams. Signage will be in place as well as a field monitor to allow rules to be held to and it will be re-evaluated to check for compliance.

Bids due September 9th or 16th for pricing for field redevelopment with seed or sod for Deerfield field. A displacement plan is in place while work is being done.

Westwood School Department has transferred \$1000.00 for use of the fields for FBU for the Flahive and Multi-Purpose Fields on July 10, 11, and 12th.

Adjourn: Dave Reilly motioned to adjourn the meeting, Ann Delaney seconded. Unanimous 6-0.

Respectfully submitted,
Lynn Connors