

MINUTES

Recreation Commission Meeting

2/10/2014

The meeting convened in the Champagne Meeting Room, 50 Carby St., Westwood at 6:03 PM

Recreation Commission: Paul Tucceri, Diane Thornton, Lynn Connors, Ann Delaney, David Reilly, Joyce Cannon

Town staff: Nicole Banks, Mike Griffin

Absent: Paul Aries, Elizabeth Phillips, Tim Adams

Fields Meeting:

Mike mentioned the passing of Don Brown who did the lining of the fields.

Moment of silence was taken for Brownie.

Permit notifications will be from Facility Dude Message Center.

Community calendar will be updated by Michael Griffin.

Step 1 is to get High School schedule from Matt Gillis, AD.

Hoping to get this in the first of March.

Michael asked that the permits be submitted by end of February, beginning of March.

Bryan@townhall.westwood.ma.us from the DPW will answer any questions.

Westwood Lodge can be used for adults only. Michael reviewed the parameters surrounding the Lodge. Signage will be going up outlining these requirements.

www.westwoodrec.com is the site you can go to see the status of the fields.

If weather changes, then the permit holder is responsible for using the field appropriately. If there is any damage, the permit holder will be responsible.

Michael reviewed how the calendar worked.

Michael thanked the over 30 men's softball league for their support of Westwood Day.

If there are any changes, there will be notifications.

Updates to Thurston Upper will follow.

DPW will be the final decision maker on when the fields will be playable.

Commission Reports:

Nicole mentioned she is looking at staff members backing each other up on job responsibilities. Closing of the fitness center allowed the re-write of Michael's job description.

The Admin position has been approved as full time. No word if the current employee will accept the position.

Looking to get credit card readers. We may need a second gateway to process the credit card payments.

Public Comment: No public attendees for any comment.

Approval of Minutes: On motion by Thornton, seconded by Reilly, the minutes of the meeting of January 21, 2014 were approved 4-0.

Report of the Recreation Director

Monthly report for January is attached to the minutes. Great work by the staff and many deadlines have been met.

David came up with an idea to celebrate our new Recreation Director. Paul Tucceri will send an email to Michael Jaillet asking how to make this happen.

Summer brochure June 23-August 31. Library and Early Childhood Council will be included. Community sports organizations and a not for profit list. Family services and health services and recreation are part of the brochure offerings.

March 15th, March into Summer. Looking for volunteers. Inflatables, pool is open, testing for swim levels. Registration will take place that day.

Needham Bank is the event sponsor. They will not have a table, but they will put together a presentation/seminar for students that will be set on another date. More information to follow.

March 15th we will need help setting up and cleaning up. Preference is to have a commission table available. Diane thought we should put a notification in the Community Newsletter, Hometown Weekly and Westwood Press.

Westwood Day

Westwood Day planning started. September 27th is the date. Encouraging the Commission to be involved.

Football game versus Medfield will take place Friday night before with fireworks following the game.

Fundraising/Sponsorships - Nicole

Music and Entertainment - Julie

General Vendors -Tish and Sue

Food Vendors - Sue

Marketing - Nicole/Kristin

Logistics - Mike

Volunteers - Kristin/Tish

Activities - Taryn

Ideas are kicking around. Possibly a second stage will be needed.

Photo booths will be looked at; may have them at March into Summer as trial run.

Laura talked about green screens.

The Commission spent quite a bit of time talking about sponsors.

Ideas thrown out: T-Shirts with sponsor names on it.

Another idea was that a sponsor could pay for the entrance fee for all of Westwood Day.

Volunteer meetings and shifts were discussed.

Strategic ways of stirring interest in volunteerism was an appreciation luncheon or breakfast after Westwood Day. This would be a way of thanking them. Possibly have a competition to get the most volunteer hours.

Setup hours were discussed. Still requires the need for volunteers.

Shorter shifts so volunteers don't get bored.

Discussion on Westwood Day meeting should take place. It was mentioned that the Commission would get updates at the monthly meetings starting in May.

Commission members; mark your calendars to volunteer.

Thurston upper and lower, multipurpose and Flahive are being considered to be closed.

Other Items

Schedule for 2014 Recreation Commission meetings.

Adjourn

Motion to adjourn was seconded and approved 4-0.

Next meeting is March 10, 2014 at 7:00pm at the Recreation office, 240 Nahatan St.

Respectfully submitted,

Paul Tucceri