

MINUTES

Recreation Commission Meeting

4/28/2014

The meeting convened in the Recreation Office, 240 Nahatan St., at approximately 7:00 PM

Recreation Commission: Ann Delaney, Tim Adams, Lynn Connor, Diane Thornton, Elizabeth Phillips, Joyce Cannon

Town staff: Nicole Banks

Absent: Paul Aries, Paul Tuccieri, Dave Reilly

Commission Reports: No member reports presented.

Public Comment: No public attendees so no comments.

Approval of Minutes: On motion by Elizabeth, seconded by Tim, the minutes of the meeting of March 10, 2014 were unanimously approved 4-0.

Report of the Recreation Director:

Commission Meeting Dates

Meetings scheduled for the rest of 2014 so Commission Members can plan ahead.

2014 dates: May 19, June 16, July –no meeting, August 18, September 15, October 20, November 17 & December 15

2015 dates: January 26, February 23, March 16, April 27, May 18 & June 15

It was decided that the scheduled meetings will remain on the 3rd Monday of the month except when there is a holiday then the meeting will be the following Monday. Some meetings may start at an earlier time due to combining the Westwood Day committee updates with the recreation commission meeting.

Sheehan School Parking

Parking at the Sheehan School on Pond Street- there is a wide road, bike lane, and sidewalk. The possibility of making diagonal parking would increase parking on Pond Street during kindergarten soccer.

Recreation Assistant update

Jan Parr has accepted the Recreation Assistant position. She will be starting on May 5th. She held a similar position for the last 4 years at Hale Reservation.

Westwood Day

An internal document was passed out at the March 10, 2014 meeting with the committees and structures. Recreation commission members should review their assignments. Ann Delaney has agreed to help Nicole with the Sponsorship and Fundraising. Nicole will out send out the spread sheet to commission members of sponsors, anyone is welcome to add to the list with new sponsors and their contact information.

T-shirts - Elizabeth was contacted about a company that can donate up to 500 t-shirts for the Road Race and the staff shirts. Sponsors names can also be included as well.

The sponsorship levels were reviewed and may be revisited next year with the possibility of changing them.

Hawkers and Peddlers - this is a new by-law that Westwood adopted last year. Westwood Day has been given an exemption (it would include a \$100.00 fee and finger printing) because we are event participants, but everyone will need to fill out a CORI form including volunteers and vendors. The form will be reviewed and held by the police and results will be available within 2 or 3 days.

Monthly Report

Nicole made minor changes to the statistical report. How many programs ran and how many were cancelled was added.

Fishing Derby will be held on May 10, 2014 from 7-11am, volunteers are needed. Diane Thornton will volunteer for the full event. Joyce Cannon and Lynn Connors will volunteer 7-9am. Fishing licenses are needed for adults only and should be purchased before May 10. They can be purchased at Dicks and Walmart.

Summer employment -Most of last year's staff have committed to coming back this summer but a few still need to be finalized. Interviews are being scheduled for new staff. The commission would like to review the qualification process and what the LDP kids are being trained for. The requirements for staff need to be reviewed regarding when the pool is being used. An organizational chart will be developed so the roles and responsibilities are clearly defined.

The summer brochure is ready and will be available May 8th.

Status of field inventory and playground report will be reviewed at the next meeting.

Adjourn:

Motion to adjourn, moved and seconded. Meeting adjourned at 8:45 pm.

Next meeting is May 19, 2014.

Respectfully submitted,

Joyce Cannon