

# MINUTES

## Recreation Commission Meeting

5/19/2014

Meeting convened in the Champagne Meeting Room, 50 Carby Street, at approximately 6:08 PM

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

Town staff: Nicole Banks, Susan Perry, Taryn Crocker, Julie Harrington, Kristin Scoble, Jan Parr

Absent: Tim Adams

Commission Reports: No member reports presented.

Public Comment: No public attendees so no comments.

Approval of Minutes: On motion by Paul Aries, seconded by David Reilly, the minutes of the meeting of April 28, 2014 were unanimously approved 6-0.

Report of the Recreation Director:

### Westwood Day

*Sponsors:* Nicole gave an update on sponsorships for 2014. She and Ann are working together to contact all previous sponsor and to extend the opportunity to additional Westwood-related businesses. Please contact Nicole or Ann if you have contacts that might be interested.

*Marketing:* Kristin is coordinating the marketing. It is still early for most marketing, but have save the date magnets. Also work with Performa on some tchach-ki for the day.

*Volunteers:* Paul Aries agreed to help co-ordinate volunteers. Important to recruit adult volunteers. Some discussion of asking sports leagues for additional adult vols. Suggestion to make this mandatory part of their participation, i.e. in order to have a space they provide 2 volunteers for a 2 hour shift. Paul is willing to attend league mtgs to present this idea and recruit.

*Vendors:* Julie is coordinating Vendors. Packets have gone out. New requirement is that each participant, volunteer or presenter under the age of 18 must submit CORI form for background check per the Board of Selectmen. Forms will be submitted to the Chief of Police.

*Food Vendors:* Sue reports that she is looking to expand the choices for this year including a gluten free option and possibly vegan. Food vendors will receive all the necessary forms to submit in one package. Process includes a Board of Health certification. The Food Court vendor application fee is \$100 again this year however, \$20 will now go to the BOH.

*Logistics:* Kristin reported that Mike Griffin and Paul Tucceri have scheduled meeting. The big stage will be set-up on Fri afternoon. Smaller stage for children's entertainers will likely be set up by the gym entrance. Have 2 golf carts lined up, need a few more. Coordinating w/ Boston Light & Sound. DPW will work event for trash removal on Friday evening and Saturday.

*Entertainment:* Taryn reported that Lynn is helping with entertainment and activities. Taryn confirmed she has secured the band Help Wanted. Barbershop Quartet interested in coming back. All major activities have been confirmed. No Barn Babies, but will have Animal Craze. Dan

McDonald organizing the fun run. There will be photo booth and inflatables. Trying to contact Home Depot for craft activity station.

### **Sheehan School Parking**

Sheehan School parking was discussed. This brought discussion of meaningful use of the space to be abandoned by the tennis court. Nicole and Paul Aries will request a meeting with John Antonucci to discuss our options.

### **Fishing Derby**

Fishing Derby - Orvis was there. They are interested in doing an event for adults.

### **Summer Employment**

Interviews are complete; Nicole participated in the interviews. HR has a new electronic system to get the new hires on board. June 14th is summer staff training day. Recreation Staff will conduct training sessions. HR will be doing a presentation as will Youth and Family Services.

### **Status of Playground Report**

Mike put together notes after his meeting with Brendan. Nicole reviewed the process on how the playground gets inspected. The proposal from Northeast Playground Builders has not been done. We have asked for one DPW and one Recreational person to be certified. NRPA has a certification program.

### **Status of Field Inventory Spreadsheet**

The Inventory of Outdoor Community Recreation Facilities was discussed. The team agreed that we need to have a baseline of how these scores were assigned.

### **New Business**

Nicole brought up the issue of the summer program getting bumped by an outside group wanting to use the field. The Recreation Commission was under the impression that all scheduling was done through the Recreation Department. A question of the field fee was discussed. The Recreation Commission wants to know where the fees are going if it is not booked through the Rec Dept. A meeting will be set up with the Town Administrator. Additionally, any paperwork documenting this process will be requested.

Nicole passed out the invitation to Phil Shapiro's reception.

### Adjourn:

Motion to adjourn, moved by Joyce and seconded by Paul Aries. Meeting adjourned at 8:45 pm.

Next meeting is June 16, 2014.

Respectfully submitted,

Paul Tucceri, RCDD, RTPM & Paul Aries