

MINUTES
RECREATION COMMISSION MEETING
FEBRUARY 25, 2020

Recreation board members present- Ann Delaney, Mitch Katzman, Elizabeth Phillips, Lynn Connors, and Bob Phillips (via phone)

Recreation Staff members present- Nicole Banks, Rich Adams, and Joseph Bertone

Town Administrator present- Chris Coleman

Call to order: at 7:08 pm

Public Comment: none

Consent Agenda:

Approval of Minutes-Moved to approve the Minutes of January 27, 2020, motion made by Mitch Katzman, seconded by Elizabeth Phillips to pass the Minutes and consent agenda. Passed unanimously.

Introduction of the Town Administrator: Chris Coleman explained the transition procedure as Nicole Banks is leaving for her new position. "There will be an interim director in place prior to Nicole leaving on Friday, February 28, 2020. The Job will be posted in March and will be open for 2 to 3 weeks. A search committee will be created. There will be a first round of phone interviews and then a round of in-person interviews. Input will be taken from The Rec Commission, including Ann Delaney and Mitch Katzman. People from the department will have input as well. Chris addressed the changes and sang praise and congratulations to Nicole. Wild applause!!!

Field/Outdoor Facility Policy: changes (update included meeting packet)

- a) Nicole Banks: Explained the changes regarding the Westwood Track Club: They did pay \$800 last year. After discussing the ideas, we proposed to include a three-year tiered plan to get to the full \$150 hr price. (this would be for the multi-purpose fields or track) This summer they would be paying 50.00 hr. (Summer of 2020.) We also discussed the other Adult group sport groups, and a similar proposed three-year tiered for these groups.
- b) Elizabeth Phillips asked about the adult groups that are lead by volunteers? What about those groups? It feels different to discuss a group that gets paid to run a program vs. a group that is run by volunteers, these appear to be different entities. That other groups coming into town could go under the Recreation Department. Nicole responded that the goal is to bring all groups to a level playing field to have them all have the same fee. Nicole also mentioned that a group like adult softball could come under the umbrella of the Recreation Department.
- c) Mitch Katzman addressed the issue of groups paying a certain fee and then the group could decide what to charge the members.
- d) Bob Phillips brought up the idea that groups should expect to pay a fee to cover the cost of upkeep and repair. It is the use of a town asset.
- e) Nicole discussed the pieces that were discussed about residency/ non-residency or non-profit and for profit. We kept it as simple as possible and wanted to create a policy that was a guide to lead the Recreation Staff and that can used to go by in the future. Requests for permits will be reviewed against this Fields Policy. "It may always be a

working document.” This process to change the policy took a year, utilizing the people involved in the subcommittee’s time and efforts.

- f) Chris Coleman is on board with these changes.
- g) Sports Spring season is scheduled and there is a Fields meeting February 27, Thursday at 7:00 pm
- h) Selectboard would like a Capital request for a full design study for a Multi-purpose field. (242 Nahatan Street)

Our next step on the policy would be to notify the groups of the changes and the groups that have a permit request.

Mitch Katzman made a motion, seconded by Bob Phillips, to approve the 3 year tiered approach for the Westwood Track Club and the adult leagues. Passed unanimously.

Commission Member reports: None

Director/Staff report:

- a) Westwood Day date has been scheduled- Save the Date pens are out!
- b) Joe is the program manager for the Summer 2020 programming. He reported that 90% of the summer staff will be returning. Other summer postings for leadership positions have gone out. Open leadership positions include the Camp Director, Coordinator and 2 Senior Supervisor positions. There are preseason hours and training for these positions.
- b) There is opportunity for existing staff to apply for posted leadership positions.
- c) The Recreation Commission Annual Report needs to be updated. The report should include all the recreation commission accomplishments and achievements for the calendar year 2019. Nicole will send a copy of the accomplishments to Ann and we can all add to it. Please ensure that you do not respond to all. We will then send it over to Rich. We will look at it at the March Meeting.
- d) Spring/Summer 2020 Recreation Brochure has been mailed out. Registrations for Spring began on February 14th Summer registrations will begin on March 14th during our March into Summer event.
- e) March Into Summer Saturday, March 14, 10am to 1pm
 - i) Wegmans will be a sponsor again this year. There is a new hanging sign that will hold WEGMAN’s name. The pool, hallway, and gym will be used during the event. We need volunteers to assist from 9:30 through the end of the event. It will go live at 10 am online and there will be five staff in the office as well to take in-person registration. 10% discount for programs that are paid in full, goes through Tuesday, March 17, excluding some programming.
 - ii) Volunteer positions: Need to fill- email Angela Lassig
 - (a) Front door greeting people
 - (b) Line management making sure people continue to move along
 - (c) Westwood Day table and/or Wegman’s food table
- f) Field Facilities; (DPW agenda for tasks for the field attached to meeting packet.)

Other items not reasonably anticipated:

Nicole said goodbye and thank you. She stated that the staff is in a great place and they will be supportive of who is chosen to fill the position.

Next meeting: March 16, 2020

Moved by Lynn Connors, seconded by Mitch Katzman to adjourn the Recreation Commission meeting of February 25, 2020. Passed unanimously. Adjourned at 8:20 pm.

Submitted by Lynn Connors