

MINUTES  
RECREATION COMMISSION MEETING  
February 27, 2023

**Recreation board members** present via Zoom webinar remote participation: Sheila Moylan, Ann Delaney, Katie Collins, Paul Tucceri, Mitch Katzman, Theresa Ann Laham, Rania Kelly, Fouad Matar, Joyce Cannon

**Invited Attendee:** none

**Recreation Staff members present:** Rich Adams, Susan Perry

**Call to order:** 7:08pm, February 27, 2023

**Public Comment:** none

**Consent Agenda:**

- a) Motion to approve the consent agenda: Theresa Ann Laham moved to approve the consent agenda, Ann Delaney seconded. Unanimously passed, no nays.
  
- b) Motion to approve the minutes: Ann Delaney moved to approve the January 23, 2023 minutes, Mitch Katzman seconded. Minutes approved. Passed unanimously.

**Commission Member reports:**

- a) none

**Monthly Report:**

- a) Reviewed highlights

**Director/Staff Report:**

- a) New Ethics Requirement Procedure
  - o New ethics process for commission members to complete
  - o 30 days from the day email received to complete the training
  - o Will be sent out tomorrow
- b) 2022 Town Report - Recreation Department and Commission Chapter - Due April 1
  - o Motion to approve the annual report: Paul Tucceri moved to approve the Annual Report, Theresa Ann Laham seconded. Unanimously passed, no nays
- c) Spring-Summer Brochure
  - o Printed and mailed last Friday
- d) Events
  - o March into Summer (March 11, 2023)
  - o Fishing Derby (May 6, 2023) - rain or shine
  - o Westwood Day (September 23, 2023) - awaiting Select Board approval

- e) Sportsman (Developmental Requests)
  - o Waiver/Waitlist
    - i. When a participant was added to a class via the waitlist the waiver wasn't electronically assigned
    - ii. The Recreation department was manually sending out waivers
    - iii. Company now has a new process in place where participants receive a unique link to register off the waitlist - and the recreation department now receives an electronic waiver
  - o Resident/Non-Resident
    - i. No solution yet. Rich working with the company to incorporate this feature
- f) Fields and Facilities
  - o Pool Deck Resurface Update
    - i. Demolition planning to start March 6th and will take about a week
    - ii. New tile will take 4-5 week to lay
    - iii. Schedule to have new deck complete in 6 weeks

**Other items not reasonably anticipated by the Chairman 48 hours in advance of the meeting:**

- Issue with the recreation department registration website
  - o System was slow and many people were getting timed out
  - o Rich contacted the company and the problem was starting to resolve within 20 minutes and by 10:35a traffic was back to normal
  - o Meeting planned with company tomorrow
  - o Recreation has the ability to change the banner but will need to check with the company to see if that is something that would be possible in case of an outage

**Next meeting:** Monday, March 27, 2023 tentative meeting date

Motion to adjourn by Katie Collins, second by Fouad Matar, passed unanimously. Recreation Commission February 27, 2023 meeting adjourned at 7:52 pm

Submitted by Katie Collins