

MINUTES

Recreation Commission Meeting 8/22/16

Call to order: Meeting called to order at 7:05 PM at the Westwood Recreation office. Note that the meeting record shall reflect that Commission member Elizabeth Phillips is attending remotely via speakerphone for August 22, 2016 under 940 CMR29.00.

Recreation Commission Attendees: Joyce Cannon, Sheila Moylan, Ann Delaney, Robert Phillips, Mitchell Katzman, Elizabeth Phillips via phone.

Recreation Director Nicole Banks indicated she would be excusing herself to attend the Westwood Selectman's Meeting at 8:00 pm.

Personnel: Mike Griffin stepped down from the Recreation Sport and Fitness Manager position to pursue other opportunities. This vacancy provided an opportunity to conduct a department level audit to explore and assess all options that could enable the department to run more effectively. This process entailed a review of the organizational structure of the department, and the alignment of staff interests and strengths with their assigned responsibilities. Based on input and feedback from department staff, two areas of responsibility were identified as needing change: Westwood Day (to be discussed during our Westwood Day debriefing) and Budgeting. The department audit led to a significant proposed change in the organization of the department. The proposed plan is to transition the Business Manager (TC) to the vacant programming position. To best utilize her background in recreation programming and history within the Recreation Department, the position was modified to include additional oversight responsibilities of all non-aquatic programming. Details of the new position were discussed and a draft job description was provided for review with comments due back by Friday, August 26.

Annual Commission Reorganization: Recommendation to move Joyce Cannon Vice Chairperson and Sheila Moylan was recommended for the open full seat on the committee. Ann Delaney made a motion to have Joyce Cannon move to Vice Chairperson on the Westwood Recreation Committee and to recommend Sheila Moylan for the full seat on the Westwood Recreation Commission. Motion was seconded by Bob Phillips and passed unanimously.

Consent Agenda:

- a. Approval of Minutes – June 23, 2016. Ann Delaney: Motion to approve; Bob Phillips and passed unanimously.
- b. Distributed Monthly Report
- c. Distributed Appointed Committee Handbook – Members signed off on receipt sheet and gave them to Nicole. Nicole indicated, moving forward, it would be distributed electronically.

Commission Member Reports: Mike Reardon has expressed an interest in joining the Commission, not in attendance.

Public Comment: None.

Report of the Director:

Fields Update – Request from Westwood Youth Soccer to use temporary, portable lights at the Thurston lower field this fall. Nicole has requested the input of Fire, DPW, School, and Baptist Church. The Commission

discussion and review of the plan as follows: Will any other sport group users have the use of the lights? If so, possibly any fee associated with the use could be a contribution for the maintenance of the field. Concern was raised about the increase wear on the field and the potential for noise from generators for lighting. Other concerns raised include the control of turning on and off lights and that these controls be able to be locked, the importance that a coach be responsible and be the last one on site and whether this request will set a precedent for lighting of the Thurston lower field.

Westwood Day 2016 Update – Event planning update and overview of event logistics was reviewed. Commission members are being asked to sign-up for shifts as their availability allows, using the SignUp Genius link for adult volunteers.

Budget for the event looks good, there was a reserve from 2015 and the sponsorships for 2016 total \$31,250.

Inclement weather plan has been discussed with the Westwood Schools Administration. In the event of serious bad weather, vendors will move into the gymnasium, food vendors will move to the Admin circle parking and the cafeteria will be used for eating, and entertainment will move into the Auditoriums.

Food Court Recommendation to go to one Food Court to reduce the number of generators needed. Sheila has a contact for generators in the event that BOSCO is not able to supply the generators.

Pool Tour – Motion was made to adjourn meeting prior to the Pool Tour for recording purposes.

Next Meeting: September 19, 2016 at 7:00 PM (tentative).

Motion to Adjourn: Made by Joyce Cannon at 8:36 pm, seconded by Ann Delaney. Unanimously approved.

Pool Tour – Included Pool Lobby (TV, shades), Pool Spectator Area (companion handicapped bench), Pool Deck (new tile and depth markers), Pool Locker Rooms (new recycled plastic lockers), Family Changing Room, Filtration Room (new chemical controller and ultraviolet system).

Respectfully submitted,

Susan Perry