

Westford Recreation Board Meeting.

June, 7, 2022

7pm at the Town Office with Zoom option:

<https://us04web.zoom.us/j/72241748592?pwd=Y09-qDSkWRPzaFXuL7eE3pGibbSAmz.1>

Meeting ID: 722 4174 8592

Passcode: 3jV6t2

### Agenda

Present: Megan Valyou-Orisko, Chuck Medick, Ben McElvaney, George Elliott, Lori Miller, Maureen Carpenter, Ashley Sliker, Heather

Review Minutes: Minutes approved

Changes to Agenda: No changes

Schedule Next Meeting: July 5 (holiday conflicts? Push to July 12?) - Consensus to leave the meeting on July 5

Public Comment

- Art Instructor: Samantha Hills - via Zoom (Meghan)
  - Summer Paint & Sip Series & July 4 Face Paint Volunteer
  - She studied art therapy at Endicott College and is back in Westford: Sunflowers for adults, dragonflies & puppies for kids, Mt. Mansfield for kids and adults, sunset for adults, gnome for adults, pig and black eyed susan for kids and adults.
  - Summer paint and sip, 6-8 PM on Fridays at the RBMH. We will use supplies that we have. The flier is made. We need to buy canvases and paint.
    - We will provide juice boxes for the kids' paint and sip.
  - All voted YES in favor of the program.
- Leanne M. & Patty P; Paint pouring
  - Leanne and Patty would do all the purchasing, prep, and planning. Cost is \$45.00, which covers the cost of paint since it takes a lot of paint.
  - Rec Committee will take \$5.00 per person of the \$45 fee.
  - The library has tents that will go into circulation and the idea is to do the paint pouring outside under a tent. If we used the Common, you would have to check with the Common committee.
  - The class would be 2 - 2.5 hours with instruction and have 3 projects that will be take home products.
  - All ages 12 and up with a minimum of 5 people but no more than 20.

- o Leanne and Patty will contact the RBMH to see if they can use that space if needed.

## 1. Budget - Ben

- We will be starting the new budget fiscal year and won't have the \$6000.00 for the Rec Coordinator's salary.
- There should be an increase in revenue in the fall once we run soccer. Fall will generally be the peak.
- Futsal made about \$1000.00 this year. Kids' fall soccer made about \$1500.00
- Ben is hoping to get reports in a new, digital format that is easier to read.

## 2. Welcome Heather

- Office Keys - Ashley will check in with Nanette about the keys not working and then someone who lives closer will hold onto the keys.
- Access to FB, FPF, email, etc. Tonya gave Meghan administrative ability for FB and she helped Heather get set up.
- FPF is now a Westford Rec account.
- Heather will maintain the "Rec Bible" and will put it on the Google Drive.
- Hours Log: Ben will make a new format for Heather to keep track of her hours so that the hours are associated with what she is working on and the budget. That will give us an idea of what the coordinator is spending her time on. That will also help us show if Heather is needed more than 15 hours a week.
- The Rec Coordinator budget is based on 15 hours per week.
- Welcome Blurb for Heather in the July Newsletter? Heather will write a short intro to send to Callie before the 26th.
- It's possible that we will need more hours for the Rec Coordinator based on an increase in programming.
- Everyone contact Heather on the Rec email and not her personal email.
- Mondays and Tuesdays are days that Heather is typically with clients and may not be able to respond right away. Heather would like to set up "office hours" and do the majority of stuff on Wednesdays. She will let us know.
- Heather suggested that maybe she could use a voice mailbox at the town offices rather than have a Rec cell phone. She will touch base with Nanette about that.
- Is everyone okay with including everyone on emails involving Rec stuff? We need to keep fewer than 4 people on an email because it's considered an open meeting otherwise. The meeting needs to be warned and minutes posted in 3 different places.
- Lori will follow up on what we said Heather's starting salary would be (April minutes?)

## 2. Review of Recent Programs & Events:

- Yoga for Back Health and Yogalates w/ Erin Menut (Meghan): Yoga for back health went well and yogalates starts next week. Erin has 2 people signed up for yogalates.
  - VOTE: All voted in favor of both those programs.
- Pick-up Basketball (Ben): It's still going well and they're going through June.
- Futsal (Lori): It was great. We missed the last couple due to the Science fair and people not being able to make it.
  - Chuck can pick up the nets (and balls?) that Lori wasn't able to pick up.
- Heather to follow up that all payments were made for those signed up for these programs & recent spring programs: SLIME workshop, Birdhouse Kits.
  - People now HAVE to fill out the form in order to register for the program. We are trying to eliminate paper forms. People can use the library computer if they don't have access at home.
  - People can sign up for multiple programs on the form.
- Coaches rosters: Coaches need photo release, emergency contacts, and allergy/medical information.
- When Heather makes a roster, it should stay on the Google Drive so that coaches can access it.
- Is there a fee for late sign up? We have discussed this before. Motion is made to institute a \$10.00 late fee for those who sign up after the program deadline. Motion is seconded. VOTE: All in favor of this policy.
  - The Rec Coordinator has to put kids on the roster in order for them to play.
  - A motion is made that past the registration deadline, the Rec Coordinator will need to verify your registration before you can attend. The motion was seconded. VOTE: All voted in favor of this.
  - Fees are waived for the kids (up to 3) of Rec members who are coaching.
- Westford Family Fest (Meghan, Ben, Heather): It was awesome. 11 people signed up in 2 days and there were lots of connections made.
  - There are Recreation signs out in Westford to announce registration for summer programs. (They need to be 15 feet from the side of the road.)
  - There is \$100.00 for attending the Family Fest that should go into the Westford Rec budget.

### 3. Upcoming Programs & Events:

- Summer Soccer
- Parent & Me Soccer (Ashley & Meghan) has 6 registrants already. Not much is needed - we have the soccer balls and nets.
- K-1 (Owen Jacobs) - There are 6 kids registered. Owen has volunteered to run this soccer group on Thursdays at 4:30. Megan will update it on the registration page.
  - Remind kids/families to bring water
  - There should be med kits in the shed but there definitely are some in the cage.
  - Use ball size 3. Check them and bring a pump.
- Dates/times: The program will start June 23rd and end Aug. 11th.
- 2-4 (Ben & Leanne, Shane Collins): 8 registrants already.

- Eric is going to join. There will be 4 coaches and they will divide kids into 2 groups based on skill.
- Thursdays and Saturdays starting in July.
- Pick Up Adults & 5-8th Grade (Chuck): There is 1 sign up each right now. There needs to be at least 6 for the program to run.
- Dates/times? Thursdays 6-8 pm starting June 30th through Aug. 11th.
- Heather will reserve the fields for the pick up and the K-1 program.

#### 4. Wildcat Walkabout (Lori & George)

- We have not come up with specifics for this yet, but the idea is to do a weekly "adventure"/outdoor activity for middle school aged kids.
- Lori and George will meet this coming weekend to discuss ideas and details.

#### 5. Summer Conditioning Program (Chuck/Meghan/Lori)

- 2 people signed up.
- Heather will re-post it

6. Parent & Me T-Ball (Meghan): 10 signed up already, no maximum. Meghan has everything she needs.

#### 7. July 4 (Meghan/George/Ashley)

- Budget: FFW band (\$200.00), port o let (\$150.00), decorations (Ashley), prizes, face paint.
  - Motion and motion seconded for budget for \$200.00 for the band for 4th of July. VOTE: All voted in favor of this.
  - Motion and motion seconded for additional port-o-let. VOTE: All voted AGAINST additional port-o-let.
  - Motion and motion seconded to spend \$100.00 on decorations that are re-usable for next year. VOTE: All voted in favor. Heather will order decorations.
  - Put them up early on the day of the events. George said he would help.
  - George is running games w/ prizes. We do have donated prizes. Sack races, bubble tag, frisbee games, bottle toss, & cotton candy machine.
  - Motion made and seconded for \$100.00 for prizes and things needed for games. VOTE: All voted in favor of this. Motion made to amend this amount to \$150.00
  - Discussion about paying for events? Motion made and seconded to pay \$5.00 for a bracelet that will allow access to all games and face painting. VOTE: All voted in favor of this.

Festivities: Parade, live music is set.

- Vendors: On the common (anything consumable) you have to be licensed by the town.
- Common Hall is selling space to vendors to sell food because they don't require the license for consumables.
- Food shelf donation: For every donation

- Library book sale & summer trails passport kick off, Fire Dept 40th Anniv (giving away ice cream), Duck Race, face painting.
- Motion made and seconded to spend \$40.00 on face paint. VOTE: All voted in favor.
- Volunteers: Need one person to organize parade start (10:30-11am at town garage): Chuck will do this.
  
- Westford Common Hall will ring the bell at 11:00. Donations

8. Misc Follow Up:

- Rink - Repair & paint (Chuck)
- Soccer Net Purchase (Ben)
- Santa Mailbox Storage
- Town Website Update or Rec purchase for program sign up/payment ease?
- Rec Coordinator Phone

9. Newsletter info due: 6/26 to Meghan