

Westford Recreation Board Meeting

September 13, 2022

7pm at the Town Office with Zoom option:

<https://us02web.zoom.us/j/89754226038?pwd=MIVEb2NOd0FNU0ZkZGFtbzB3WHRiQT09>

Meeting ID: 897 5422 6038

Passcode: Rec

Agenda

Present: Meghan Valyou-Orisko, Ben McElvaney, George Elliott, Lori Miller, Chuck Medick

Guests: Greg Barrows, Rebecca DaVanon

Review August Meeting Minutes: Minutes approved

Changes to Agenda: Add ARPA grant information

Schedule Next Meeting: October 4, 2022 @ 7:00

Public Comment: No public present

Budget (Ben)

- **Rec Coordinator Hours Log**
 - MJ said there was not one submitted for the past two weeks. The latest date that Heather put on the timecard was mid-August.
 - Heather's last email check was Sep. 1, 2022.
- **Town needs to reimburse WRD for \$120 Port-O-Potty Rental.** Was this done?
 - Ben will follow up on that.
- **Miscellaneous Funds** - Did Heather reconcile?
 - There are many miscellaneous things that have not been put in the right places yet.
 - Heather was trying to track down money that hadn't been paid from the spring and summer.
- **Follow-Up for Town Report** - due Tuesday, November 1
 - Ben will create the report and possibly reach out for help.

Discussion:

- Follow up:
 - **Selectboard, Greg Barrows & Checking Account**
 - The Selectboard is okay with setting up a separate account, like Venmo, but there are concerns about keeping track of incoming monies.

- There are excellent reasons that we should set up an account, but there has to be better control over the flow of payment schedules so that it's easier for MJ to reconcile money with accounts.
 - Meghan pointed out that the reason we are requesting to do this is to streamline the process and make sure that payments are connected with registrations.
 - Greg has our two credit cards that Heather returned. Greg will get another credit card and will put it in Ben's name since he is the treasurer. That way Ben will receive the statements.
 - Greg mentioned that there is money in the capital budget fund allocated for the Rec department that was being saved up for the soccer goals that we need.
 - We also had money from the snowmobile fund to purchase the soccer goals, so between those two funds, we should be able to buy the goals and perhaps make rink repairs if the capital budget is not strictly for the soccer goals. Greg will let us know what's in the fund.
- **Online registration software -**
 - We have looked into different platforms to use, but all of them will help to streamline our registration process. Some take a 3% fee from each charge.
 - Once we decide what program to use and start filling out the application, then Greg can help us look at the application form.
 - We have agreed to look at various apps this month and then discuss at our next meeting which one might work the best.
- **Open Board Seats & Rec Coordinator Position**
 - Maureen's last day is ASAP
 - FPF post for Westford Rec Committee Members: Meghan posted.
 - Post flyers advertising for membership to Steeple Market, Minor's, Butcher Barn - was this done?
 - This was not done and there are no flyers.
 - George will create an advertisement and everyone will help post.
 - Post through the school (Terri Martin) - was this done? - It was not, but George will send the flyer to Terri.
- **Program Checklist & Rec Policy by Heather:** Table this until next time.
 - The program checklist is for in-house use.
 - The Rec Policy can be linked to registration.
- **Soccer Equipment Needs & Purchases -**
 - 20-30 ice packs ordered?
 - Heather ordered the ice packs and Ben distributed.
 - Med kits assembled and made available to coaches?
 - Heather assembled and Ben distributed did this also.
 - soccer goal netting?
 - This has not been ordered yet, but Ben will do that.
 - 10 size 3 soccer balls ordered by Meghan 9/8 for PK/K. \$179.90 and we get a discount. VOTE: All voted to approve purchase of soccer balls.
- **Prep for Soccer Games:** Ben will do a 40x60 sized field and will use a different color for the lines (blue).
- **Rink Repair & Paint -** update from Chuck. Rink repair day in August happened?
 - There weren't enough volunteers to do rink repair.

- Chuck will try to set up another date for that.
 - **Santa Mailbox Storage** - Did Heather ask the town office?: Table until next meeting. The cage needs to be organized to make space.
 - **Rec Coordinator line** @ town office for messages - was this setup and how to access it? who will check it?
 - There is a line set up and we will need to figure out who will check it.
 - **Storage bins to reorganize the cage** - did Heather do this?
 - Ben doesn't know. There are some uniforms down there in bins but they need to be sorted through and we need new storage bins.
 - We will try to do this at some later date.
- **Current Programs & Events: status & needs**
 - Yogalates
 - Erin only has one registrant so far.
 - Erin will send us a proposal for a self defense course this fall. She will send information before our next meeting so that we can vote on it.
 - Fall Soccer
 - PreK-K: 23 kids are signed up. It's being run by parents
 - 1-2: Leanne and Shane are running it. It's going well. Leanne also helped us out with scheduling.
 - 3-4: Eric is running it. Ben is wondering if we can request a couple outside players to play in order to be able to have separate boys and girls teams? VOTE: Ben made a motion to accept additional players and waive their fees on this occasion so there are enough players to split the teams. The motion was seconded and all voted YES to this.
 - scheduling games (Ben, Leanne, & Meghan)
 - 2nd Annual Rec Social on the Common: It went well. Meghan's dad helped with the bat houses.
 - George spent \$80.00 on food, Meghan donated condiments and we used the cotton candy machine that we had purchased.
 - We got \$124.00 in donations.
- **Future Programs & Events:**
 - Turkey Trot Event on November 19 (Meghan)
 - We need volunteers
 - Meghan will send another email out to see if she gets volunteers, including FPF, FB and Terri. If she doesn't, we will have to skip the Turkey Trot until next year.
 - Motion made and seconded to defer the Turkey Trot for a year if we don't have enough volunteers. VOTE: All voted YES to defer it if we don't get volunteers.
 - Lego Star Wars Build Night Oct 14 (George, Meghan)
 - We need more registrants. There are only 2 right now. How to boost program? It's \$25.00 and the Lego set itself is \$20.00. It might have to get reformatted somehow in order to use the Lego sets.
 - Westford Halloween Walk (George and Becca)

- Becca is here for the 3rd year of the Halloween walk. Since George is on the Rec committee he was hoping to put more resources into it. How could we make the event bigger?
 - Becca: It originated from Halloween being cancelled in 2020. Becca and some other people organized the event, with Selectboard approval, to find a way to allow kids to celebrate Halloween. There were decorated tables and contests. The Common Hall made around \$200 in a raffle they did. Approximately 120 kids came through to Trick or Treat and there was lots of positive community feedback.
 - Tables: Kathleen, Westford Library and some other people have already committed to having tables.
 - Common Hall is interested in having a table or doing a raffle.
 - Date: A survey has been put out to figure out what would work best.
 - A haunted forest walk would get more people of more ages to come out.
 - How can Westford Rec collaborate with the Halloween Walk? Haunted gazebo? The RBMH would make a great haunted house and Rec has access to use that space, or perhaps Rec could host a table.
 - It is a nice idea for a community event, especially since it can be difficult to Trick or Treat in Westford. It would be a great idea to do a haunted house in future years, especially now that the haunted forest is not being done.
 - Rec can help with “advertising” the event through our Facebook page, even if Rec isn’t running the event.
 - Announcing the event through Terri at Westford School would be another way to get the word out.
 - George will stay in touch with Becca and Becca will cc the Rec email to keep us informed about the planning. Meghan will send Becca the contact list that we used for the 4th of July.
 - Vote: All voted to collaborate with Becca on the Halloween walk but we aren’t taking it over.

- Basketball (Ben): Basketball starts tomorrow. No one is registered yet but we might have taken down the form.
 - Meghan will create a form for it and post it on the website.
 - Price for basketball? \$25.00 for spring, \$20.00 for the fall, \$5.00 drop in price or pay \$40 for the whole thing.
 - VOTE: Ben made a motion for the above pricing. Motion was seconded and all voted YES for the pricing.

- Rec Coordinator Delegation of Tasks:
 - Scheduling fields/facility use - Maureen has a link and has offered to do this for now.
 - An account is needed to make a facilities request and Ben is going to reset the password.
Leanne is scheduling the soccer.

- 7:00 - 9:00 is reserved Wednesdays for Rec. Basketball Sep. 14 - May 31.
 - M, Tu, Th, Fri from 7 - 9:00 is also reserved Nov. 1 to April 21.

- Futsal: Do we want to run it and what night? Do we want to start before Nov. 1? If so, we will need to reserve the gym.
 - Email: Meghan has been checking the email. George checked over the weekend. We should take shifts for this. If you open something but don't deal with it, then mark it as unread.
 - All of us will take a day to check email.
 - Ben Th, Chuck Tue, George Wed, Lori Fri, Meghan Mon.
 - Phone line at town office: George will check it once a week. Chuck sent town admin a request about how to check that. **Check the phone with the email.**
 - Newsletter & Program flyers (due 9/26): Meghan will do the newsletter for the time being and George will do the program flyers.
 - Finances - follow up w/payments for program fees. We need to figure out who has paid and who hasn't.
 - Ben wants to get the reports in Excel which will make it a lot easier to find who owes what.
 - When Ben gets the documents, we can all help him sort through them.
 - Program registration forms & Roster updates: Meghan will continue to do that.

- Scholarship Requests:
 - (1) 1/2 Fall Soccer: I currently lost my job and have been job searching daily. Right now I have very little money to my name and I could really use the help to pay for soccer. ***** has been wanting to do soccer for a while now and I don't want to miss the opportunity to get her into it because I can't financially support it.
 - (2) A motion was made to provide the scholarship. Motion seconded. VOTE: All voted yes to provide the scholarship to this person.

- Table ARPA grant until next time.

