

## Westford Recreation Committee Meeting

February 6, 2024

Meeting called to order 7:13 PM Eastern Time (US and Canada) by George Elliott

### DRAFT minutes

#### Present

Members: Amanda Gifford, Andrew Katz, Ben McElvany, Elizabeth Ploof, George Elliott, Kelsi Cross, Lori Miller

Guests: Doris Bittruf, Karen Chesser, Will Dunkley

Members Absent: Elizabeth Ploof

### Agenda

#### Review [January Minutes](#)

- Motion made and seconded to approve January minutes. Minutes approved by unanimous vote

#### Changes to Agenda

Schedule Next Meeting: March 5, 2024 7pm – this is Town Meeting Day

#### Public Comment

- Yoga
  - First yoga session went well, 4 people signed up for whole series, 1 drop in
  - Confusion around how walk-in drop in works
  - Question if people could sign a paper waiver when they show up?
    - Used to do paper waivers but it makes it very hard to keep track of people which is why we switched to digital
    - Board reinforced the need due to liability for everyone to be registered before participating in Rec Committee activities
    - Discussed changing language in advertisements to highlight need to be registered before attending events as a walk-in
  - Question about how Erin handles classes at Red Brick Meeting House?
    - Erin's yoga is not through the WRD so board is not sure what her arrangement is.
  - Flooring to cover the floor for yoga, but what would help the most is blocks and blankets
    - Doris will send links of what she would need and email to rec committee for review
- Recent Programs & Events:
  - Youth BBall - small thank you gift for coaches? Devin paid for all his kids, Mark doesn't have any kids playing, and Scott's one child is playing.
    - Discussion around getting branded mugs or shirts
    - **To do:** Lori will find contact information for local person who does personalized clothing
    - Discussion around encouraging parents and/or providing suggestions for gifts for coaches

- o Adult Pick-up Bball, need anything? Futsal got pinnies and new balls.
  - No current needs for pickup basketball
- Upcoming Programs & Events:
  - o [Girls Middle School Basketball](#) - Karen Chesser
    - Karen asks board how they are doing, board responds with positive affirmations
    - Karen is “living the dream”
    - Looking to coordinate basketball program in the gym, Tuesday night 7-9pm for all girls in grades 4th-8th
    - School volleyball matches end at 6pm, latest practice ends around 6pm
    - Would prefer earlier, been in contact with Seth and Rich around Tuesday night schedules to see if gym is open around 6-630
    - Discussion around moving to Wednesday if volleyball is not happening at the gym.
    - Motion made by Lori Miller to run a girls basketball program for girls per the flyer for free. Motion was seconded by Kelsi and passed unanimously.
  - o Winterfest - hot cocoa on Common, either at the rink or by the bonfire - anything else we want to do besides broomball? Cornhole still???
  - Since broomball is scheduled, do not need cornhole
  - Rec coordinator will purchase hot cocoa (under \$100 so does not need to be voted on); set up at rink or gazebo
  - o Broomball - 3 teams are registered and an e-mail blast went out to 5,000 today
    - Westford Rec team has not registered yet
  - o [Babysitting](#) - March 10 & 17 RBMH - 1 to 5p.m. - Amanda
    - Question from Lori: can non girl scouts do it?
      - Yes, open to the public
    - Similar to the Red Cross babysitter course, similar to the Safe Sitter course.
    - Ben makes a motion to charge a \$20 fee that is refundable upon successful completion of the program and spend up to \$400 for babysitting course supplies. George seconds, no discussion, motion passes unanimously.
  - o [4th of July](#) - started looking for a committee
    - No one responded
- Community Suggestions:
  - o Jake Cady asked us to promote Fairfax United Lacrosse with a link on the webpage and a poster in the town newsletter.
    - Ben makes a motion to do the above, seconded by Lori. Motion passes unanimously.
- Misc:
  - o Rink Action Items - pay for rink master, etc.
  - o [Registration form](#) changes have been made, please confirm we like it now
    - Reviewed, discussed, approved
  - o School field trips through WRD?
    - Not happening this year.
    - **To do:** Amanda will ask out to Patrick Ivory at Essex Rec to learn more about their process
  - o from the 2021.05.04 minutes - garden carts were provided by the school?
    - Add to next meeting
  - o referenced in 2019 as having come from 2018 - refund policy - did not find
  - o from the 2018.06.05 minutes - Committee member attendance was discussed - no further mention after that.

- o 1st aid kit refresh?
  - In shed, not stored properly
  - Add to future meeting to review expiration dates on an annual basis: Every May
- o materials inventory - we need to know what we have, where it is, etc.
  - Discussion of building a shed
  - **To do:** Amanda will ask Callie/selectboard on where we can put a shed

## Finances

- Review of financials [ongoing fund balance](#) and [budget status report](#)
  - o Will postpone discussion for next month, financials provided to board members to review
- Blanket Donation Policy
- Food shelf is over-funded!
- Scholarship request from Westford Mutual Aid Society
  - o Will Dunkley is here to discuss an application for a resident who has a variety of needs
  - o Mutual Aid society has submitted a request
  - o Will will review plans and confirm which projects are most important and resubmit a detailed invoice of what the actual costs are to be approved by the board
  - o Ben will check in with town administrators to confirm we are able to disperse funds for this purpose (Callie and Greg-town treasurer)
  - o George makes a motion to donate up to \$500 on a shower installation to community member mentioned in the Mutual Aid Society's request. Seconded by Kelci and approved unanimously.
- When do I start to pester those who haven't paid? What happens if folk never pay?
- If I'm tracking by program, what do I do with purchases like pinnies that were bought with a program in mind, but are available to be used by other programs (also why we need to know what we have where!)
- Turkey Trot funds
  - o Plan is to create parameters and a policy of how these funds can be applied for and spent

Respectfully submitted: Andrew Katz