

Westford Recreation Board Meeting

November 5, 2024 7pm at the Town Office with Teams/Zoom option

[Join Zoom Meeting](#) Meeting ID: 860 9863 1758 Passcode: 7gWqbW Dial 1 646 558 8656 US (NY)

Agenda

Changes to Agenda

Review [October Minutes](#)

Schedule Next Meeting: December 3, 2024

Public Comment

Finances

The Select Board has voted to include \$250 matching stipends for Rink (24-25) and July 4th (25); and for FY 2026 for Rink, July 4th, and TT. If the stipend isn't used for Rink 24-25, it could be used for TT.

Accounting:

Audits of Westford Accounts are more complicated because of the many WRC account lines.

More choices for office staff trying to figure out where to post payments and expenses results in more mistakes, and more time spent trying to correct said problems. Office staff do not know the programs WRC is offering at any given time, do not know the participants involved, and it is not the Town Bookkeeper's job to track individual Recreation Department programs. WRC has to track who paid for each program anyway, so why are we asking two paid staff to do the same job?

It would be simpler, and more in line with other towns and even with other Westford departments to limit the number of line items to: Programs, TT, and Stipends, with debits and credits for each line item.

The WRCoordinator would then track revenue and expenses per individual program and send those results to the WRC Treasurer, who would then ask any questions or make corrections as needed.

Statements for Fall Youth Soccer and October Pilates Reformer.

\$	Name			
\$2,860.00	Fees			
\$831.60	Uniforms			
\$159.95	equipment		Pugg goals	\$159.95
\$280.00	Refs			
	Other		donations	\$80.00
\$1,271.55	total expenses			
\$1,588.45	Balance			

\$300.00	Fees collected
\$280.00	invoice paid
\$20.00	net profit

Who tracks when PU program participants show up and need to pay?

- Review of Recent Programs & Events:
  - Halloween Walk - Finances?
  - October Beginner Pilates was also a success
  - Adult programs - Futsal and Basketball, any problems?
  - Fall Soccer - all paid - 3 did not pay late fee, need final expenses, \$80 in scholarship donations - successful?
- Upcoming Programs & Events:
  - Turkey Trot - Meghan has asked permission to give shirts as prizes for the 100th, 200th, etc. registrations. TT is at 107 registrations as of 10/31. Medals cost \$104.91, and turkey pops aprx \$75 (both were donated in the past, not this year)
  - [Lego Movie Night](#) set for December 14 almost full
  - [Youth Basketball](#) meeting with other program coordinators Wednesday evening, 11/6
- Community Suggestions:
  - XC program - Emily Piazza - Cross Country skiing: building foundational skills and having fun in winter at Westford Elementary School. We will focus on basic gliding, turning/changing directions on a flat surface, going uphill, going downhill, and returning to standing after falling. We will ski in the fields and trails as weather and trail conditions allow. If trail conditions do not allow for skiing but it is possible to walk the trails we will go for a winter walk, orienting ourselves to the trails and enjoying the fresh air and winter woods. - January through March - Wednesdays (early release)
- Misc:
  - [Annual Report](#) - uninspired, shuffled but still not riveting!
  - [Recreation Inventory](#) - List anything with a replacement cost of \$500 or more, and anything with a replacement cost of \$5,000+ should have a replacement plan.
  - Conflicting policies - [Master Document](#) page 4

Disclaimer: If a quorum of the Board is attending in-person, the meeting will continue notwithstanding a disruption or disconnection in electronic participation. Therefore, in-person attendance is recommended.

The Vermont Department of Health recommends that each person decide if they want to take precautions, such as wearing a mask, based on their own personal level of risk. Please stay home if you are unwell.

Any individual who believes that they need a reasonable accommodation may submit a request to the Town Administrator. The Town will assess whether the request for reasonable accommodation is necessary to make the Town service, program, or activity available to an individual with a disability; whether there is an alternative accommodation which may provide an equivalent level of access and/or benefit; whether the requested reasonable accommodation would impose an undue financial or administrative burden; or whether the requested reasonable accommodation would require a fundamental alteration in the nature of the Town service, program or activity.