

Westford Recreation Committee Meeting

November 5, 2024

Meeting called to order 7:20 PM Eastern Time (US and Canada) by George Elliott

APPROVED minutes

Present

Members: Amanda Gifford, Ben McElvany, George Elliott, Greig Arendt, Lori Miller, Andrew Katz
joined at 8:25 PM

Guests: Emily Piazza, Jodi Macia

Members Absent:

Agenda

Changes to Agenda

Review [October Minutes](#): Motion made and seconded to approve minutes. Voted and approved U.

Schedule Next Meeting: December 3, 2024

Public Comment: Emily

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 24.

- Motion made to pay the TT coordinator a \$250 stipend and use the \$250.00 town match stipend for the Rink 2024-25 for the TT 2024.
- Motion seconded and approved U.

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.

Upon further discussion, we don't think we need a line item for the TT. That money can just go into the general fund as long as it's still getting tracked in the spreadsheet.

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?

- Ben has been doing this for basketball
- Kathleen is checking to make sure everyone is registered for futsal.
- Review of Recent Programs & Events:
 - Halloween Walk - Finances? Money was spent on maple syrup for the attendants. It went extremely well. Amanda can use discretionary money to reimburse that expense since it was less than \$100.00
 - October Beginner Pilates was 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?
 - \$80 in donations was made to Westford Rec when people signed up for soccer.
- 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. George is psyched!
 - [Youth Basketball](#) meeting with other program coordinators Wednesday evening, 11/6
 - We need coaches for 5/6 (90 min. Practices on Tu/Th from 7-8:30 PM)
 - We have asked if we can get into the gym earlier than 7-8:30 but were told that we can't.
 - There should be a boys and girls team if possible at least for games.
 - We have the gym on Saturdays from 9 until 2:00.
 - Can our 5/6 rec team use the uniforms from the school that were used for the 5/6 team last year? Amanda will ask Rich. If not, to reduce cost, maybe we can supply the jersey and players can provide their own shorts.
 - Motion made to approve the basketball programs as written on [this document](#). Motion seconded and approved U.

- o Santa Letters: Lori will mastermind this.
- Community Suggestions:
 - o XC program - Emily Piazza - Has taught Cross Country skiing in the past and she would like to run a program on early release Wednesdays, Jan. through March. This program would be 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.
 - o Question - Would this just be kids or would Emily do a program for adults as well?
 - o Emily would like to be sure she has enough adults for the numbers of kids in her group. Amanda will help find another background checked adult if needed based on group size.
 - o She wants to run the group weekly whenever possible, even if there isn't enough snow for skiing.
 - o Westford Rec is asking for Emily to take stock of the x-country ski equipment to see what we have available, and usable, so we can determine how many people can register.
 - o We could also look into renting out the x-country ski equipment like we have in the past, but that would also depend on whether Seth McQuaid needs it.
- Another suggestion from Emily: Would it work to have a pop-up cross country ski event?
 - o It could possibly work. There might be some things to work out around registration.
- Misc:
 - o [Annual Report](#) - uninspired, shuffled but still not riveting! Thanks, Amanda.
 - o [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.
 - o Conflicting policies - [Master Document](#) page 4: Motion made to amend the master document as it is now written. Motion seconded and approved U.

Respectfully submitted: Lori Miller