

**WESTON RECREATION COMMISSION
MEETING MINUTES
TUESDAY, FEBRUARY 9, 2021 7:00 PM**

Pursuant to Gov. Baker's Executive Order dated March 12, 2020 modifying the requirements of the Open Meeting Law, the Recreation Master Plan Steering Committee, to ensure the safety of all participants, held its meeting remotely via Zoom: <https://zoom.us/j/84146796421>, Meeting ID: 841 4679 6421.

Members Present: Eric Rosenthal (Chair), Melissa Crocker, Trevor MacDonald, Maija Cirulis-Gooch, Adam King, Marcy Dorna.

Absent: Julie Johnstone.

Staff: Chris Fitzgerald (Director), Lauren Smith (Program Coordinator).

Resident Comments: None.

Minutes – The minutes from the January 11 meeting were reviewed and approved.

Summer programming updates:

This portion of the meeting was presented as an update on plans for summer operation of Memorial Swimming Pool and Summer Camp. This portion was actively promoted and approximately seventy members of the public attended.

Camp – Ms. Smith presented an update on planning for summer camps, the main points are below.

We are hopeful to be able to offer camp, including:

- Camp ABC (8:30am-12:00pm; optional after care 12:00-2:30 PM),
- Camp Adventure and Sports Camp (8:30am-4:00pm, with a half day option); provision to include fifth graders.

Camps Outer Limits and KWEST are questionable right now because of their heavy reliance on field trips.

COVID precautions expected IF we can offer camps:

- Masks
- Physical distancing
- Cohorts of 10
- No off-site field trips
- No swim lessons
- No all camp events
- Dedicated time at Memorial Pool for camp only free swim
- May be able to bring in limited number of vendors for various activities

Capacity will be limited, likely less than 50% of a typical summer camp

Primary concern for camp right now is access to space. Working with Weston Public Schools on space access, also inquiries have been made at private schools in town.

Questions/comments from public attendees

- Will there be programming for 6th grade and over (unlike 2020)?
 - Recreation Department will look into programming options for this age groups.
- How to get information on camps and other programs/events moving forward.
 - Information will be shared on the website, via email announcements through the town (sign up at westonma.gov, search for “Notify Me”) and on the Recreation website.
- Date for signup opening
 - We do not have one yet but will notify the public at least 48-hours in advance of sign ups.

Memorial Pool - Mr. Fitzgerald stated that Memorial Pool is planned to be opened this summer. The points below describe the maximum restrictions expected; restrictions will be relaxed as guidelines allow and pending approval by the Town’s Emergency Management Team.

- Mask wearing and social distancing will be enforced.
- Safe training for lifeguards - The American Red Cross has released a plan allowing lifeguard certification and training to resume this summer with restrictions and a hybrid leaning model in place; considering purchasing lifeguard dummy as was used in other places last year.
- Swimming lessons offered with capacity limitations and social distancing/safety adjustments; same procedures as offered in the fall.
 - 4-people per class max.
 - Instructor wear water suitable facemask and/or visor when in the water.
 - Social distancing among students.
- Social distancing areas marked on the grounds for household groups, with 6+ feet distance between groups.
- Directional areas for walking around pool.
- Possible 24-hour closures if active cases are identified, to be directed by Board of Health.
- NO EQUIPMENT FROM HOME PERMITTED, including noodles, lounge furniture, inflatables, toys, etc.
- Coast Guard Certified PFD’s will be allowed.
- Facility lounge furniture will have “clean” and “dirty” areas; patrons will be asked to return furniture to dirty area when finished. Staff will disinfect.
- Reduced capacity to 40% - we are determining what that means for pool our size.
- Camp Only times – pool will not be open to the public during camp use.
- Possible 1.5-2 hour timeslots – current regulations seem to relax that guideline, we are interpreting but want to share the most restrictive measures that patrons might be able to expect.
- We are considering dedicated timeslots for older patrons.

Questions/comments from public attendees:

- When will details on membership, including family memberships, be shared?
 - The Recreation Department needs to first determine what EMT will approve for access and operation, then work with Recreation Commission to determine membership and rates. We hope to discuss this at the next meeting.
- Is the pump fixed?
 - The submersible pump is not fixed yet, but a great deal of work, research and investment took place last fall to get the correct sized pump and prevent failure in the

near future. A new pump has been ordered and is expected in by late March/early April which allows plenty of time for pre-season prep.

Memorial Pool Renovation

Mr. Rosenthal shared a draft presentation for the design fee request to the Weston memorial Pool. The project asks for up to \$250,000 in design fees to consider upgrades including:

- Filter Replacement
- Additional recreational amenities
- Expanded concession
- Upgraded reception
- Improved accessibility

Recreation Commissioners and staff discussed the history and justification behind the project. When asked, Peter Hill stated the Commission did a good job in presenting and justifying the project.

Programming

Ms. Smith and Mr. Fitzgerald updated the Recreation Commission on Winter and Spring programming.

Ms. Dorna asked about the budgetary aspect of opening the pool. Mr. Fitzgerald stated that budgets will be uncertain because of the pandemic, but memberships, pricing and other policies should be addressed in the next meeting.

Winter and spring updates

Winter programming is wrapping up, programming is going to be expanded in the spring to the extent possible with as much taking place outside as possible.

College Pond Skating had a good couple of weeks over the winter.

Field and court use – outdoor field guidelines will be similar to fall and Recreation Department is working with youth sports on determining safety protocols and permitting.

Optimistic about Brook School Apartment tennis courts and soccer field being open.

Budget

Proposed budget (attached) has adjustments at the request of the Finance Committee Liaison who we met with previously. The new overall budget reflects a reduction in summer operation – pool operates but summer camp is at reduced capacity – and assumes a return to relative normalcy in the fall.

Vote:

Motion - To approve the proposed budget with the provision to allow the Recreation Director to make minor changes as necessary at the direction of the Town Manager. *Moved: Ms. Crocker; Second: Mr. MacDonald. Roll call vote: All in favor.*

Motion passes unanimously.

Next meeting: Thursday, March 4, 7:30 PM.

Meeting adjourned at 9:05 PM.

Attachment 1: FY 22 Updated budget.

RECREATION	ORG	OBJ	ACTUAL FY19	BUDGET FY20	ACTUAL FY20	BUDGET FY21	DEPT REQ FY22	FY21 to FY22	
								\$ Change	% Change
Administration									
Computer Hardware Maintenance	6362113	-524402	408	1,000	-	1,000	1,000	-	0.0%
Computer Software Maintenance	6362113	-524403	3,560	5,000	527	2,500	1,500	(1,000)	-40.0%
Bank Service/Credit Card Fees	6362113	-530302	21,574	32,000	24,610	30,000	22,000	(8,000)	-26.7%
Printing & Advertising	6362113	-530500	1,009	200	33	200	200	-	0.0%
Education & Training	6362113	-530600	-	500	25	500	500	-	0.0%
Postage	6362113	-534300	1,849	2,000	1,806	2,000	2,000	-	0.0%
Communications	6362113	-534605	2,506	4,200	2,398	4,200	4,200	-	0.0%
Stationery			-	100	-	100	100	-	0.0%
Photocopying	6362113	-542400	1,489	1,750	1,665	1,750	1,750	-	0.0%
Office Supplies	6362113	-542500	5,654	6,000	6,290	6,000	6,000	-	0.0%
First Aid	6362113	-558500	250	500	62	500	500	-	0.0%
In-State Travel	6362113	-571100	908	1,000	150	1,000	1,000	-	0.0%
Out-of-State Travel	6362113	-572100	1,061	1,750	209	750	750	-	0.0%
Dues	6362113	-573100	1,359	1,500	1,543	1,500	1,500	-	0.0%
Conference	6362113	-573400	1,336	3,000	1,415	3,000	3,000	-	0.0%
All Other Expense	6362113	-578600	8,252	1,500	5,174	1,500	1,500	-	0.0%
Computer Hardware/Software	6362113	-585100	-	1,500	92	1,500	1,500	-	0.0%
			51,215	63,500	45,999	58,000	49,000	(9,000)	-15.5%
Administrative - Personnel									
Regular Compensation	63621132	-511000	219,865	172,316	233,021	575,400	586,524	11,124	1.9%
Overtime	63621132	-511001	125	6,897	-	6,903	6,000	(903)	-13.1%
Temporary Compensation	63621132	-511002	-	1,700	-	1,700	1,000	(700)	-41.2%
Estimated COLA	63621132	-511014	-	7,271	-	7,271	-	-	0.0%
			219,990	188,184	233,021	591,274	600,795	9,521	1.6%
sub-total Administration			271,205	251,684	279,020	649,274	649,795	521	0.1%
Adult Programs									
Contract Services/Labor	6362114	-530305	12,731	9,000	6,775	9,000	7,000	(2,000)	-22.2%
Program Supplies	6362114	-558801	6,279	4,500	6,196	4,500	4,000	(500)	-11.1%
All Other Expense	6362114	-578600	-	500	-	500	500	-	0.0%
			19,010	14,000	12,971	14,000	11,500	(2,500)	-17.9%
Adult Programs-Personnel									
Regular Compensation	63621142	-511000	12,739	16,782	13,324	-	-	-	-
Temporary Compensation	63621142	-511002	29,358	48,000	26,770	45,000	33,000	(12,000)	-26.7%
			42,097	64,782	40,094	45,000	33,000	(12,000)	-26.7%
sub-total Adult Programs			61,107	78,782	53,065	59,000	44,500	(14,500)	-24.6%
Youth Programs									
Professional & C	6362115	530300	6,660						
Contract Services	6362115	-530305	133,443	125,000	88,977	130,000	120,000	(10,000)	-7.7%
Program Supplies	6362115	-558801	15,883	15,000	13,924	15,500	13,500	(2,000)	-12.9%
All Other Expense	6362115	-578600	1,061	1,200	3,896	1,200	1,200	-	0.0%
			157,047	141,200	106,797	146,700	134,700	(12,000)	-8.2%
Youth Programs-Personnel									
Regular Compensation	63621152	-511000	27,617	72,118	28,931	-	-	-	-
Temporary Compensation	63621152	-511002	290,183	260,000	230,092	247,800	235,000	(12,800)	-5.2%
			317,801	332,118	259,023	247,800	235,000	(12,800)	-5.2%
sub-total Youth Programs			474,848	473,318	365,820	394,500	369,700	(24,800)	-6.3%
Concessions									
Contract Services/Labor	6362117	-530305	8,296	10,000	4,091	10,000	9,000	(1,000)	-10.0%
Program Supplies	6362117	-558801	2,592	3,000	1,045	3,000	2,500	(500)	-16.7%
All Other Expense	6362117	-578600	-	200	157	200	200	-	0.0%
			10,888	13,200	5,292	13,200	11,700	(1,500)	-11.4%
Concessions-Personnel									
Regular Compensation	63621172	-511000	1,930	1,935	2,017	-	-	-	-
Temporary Compensation	63621172	-511002	12,966	12,840	6,496	13,440	13,440	-	0.0%
			14,896	14,775	8,514	13,440	13,440	-	0.0%
sub-total Concessions			25,784	27,975	13,806	26,640	25,140	(1,500)	-5.6%
Camp Outer Limits									
Professional/Consulting Services	6362118	-530300	1,082	1,600	735	1,250	750	(500)	-
Recreation Uniforms	6362118	-539300	1,118	500	-	800	500	(300)	-37.5%
Program Supplies	6362118	-542504	529	800	695	800	800	-	0.0%
All Other Expense	6362118	-578600	129	400	88	300	300	-	0.0%
Field Trips Expenses	6362118	-579607	22,478	25,500	27,425	27,000	18,000	(9,000)	-33.3%
			25,337	28,800	28,943	30,150	20,350	(9,800)	-32.5%
Camp Outer Limits-Personnel									
Regular Compensation	63621182	-511000	1,545	7,883	1,619	-	-	-	-
Temporary Compensation	63621182	-511002	22,315	29,360	22,627	30,905	20,000	(10,905)	-35.3%
			23,860	37,243	24,246	30,905	20,000	(10,905)	-35.3%

sub-total Camp Outer Limits		49,197	66,043	53,189	61,055	40,350	(20,705)	-33.9%
Camp ABC								
Professional/Consulting Services	6362122 -530300	2,364	3,000	1,442	3,000	2,250	(750)	-25.0%
Recreation Uniforms	6362122 -539300	1,293	1,600	-	1,500	1,000	(500)	-33.3%
Art/Program Supplies	6362122 -542504	1,431	1,200	1,068	1,500	1,500	-	0.0%
All Other Expense	6362122 -578600	172	1,500	249	1,300	1,300	-	0.0%
		5,260	7,300	2,760	7,300	6,050	(1,250)	-17.1%
Camp ABC-Personnel								
Regular Compensation	63621222 -511000	1,545	7,883	1,619	-	-	-	-
Temporary Compensation	63621222 -511002	26,154	35,988	21,282	38,462	28,462	(10,000)	-26.0%
		27,699	43,871	22,901	38,462	28,462	(10,000)	-26.0%
sub-total Camp ABC		32,960	51,171	25,661	45,762	34,512	(11,250)	-24.6%
Camp Adventure								
Professional/Consulting Services	6362123 -530300	5,585	5,500	4,596	6,000	4,500	(1,500)	-25.0%
Field Trip Expenses	6362123 -530500	400	-	-	-	-	-	-
Recreation Uniforms	6362123 -539300	1,453	2,200	-	1,800	1,200	(600)	-33.3%
Program Supplies	6362123 -542504	2,644	2,500	1,761	2,800	2,300	(500)	-17.9%
All Other Expense	6362123 -578600	179	1,300	479	1,000	1,000	-	0.0%
Field Trip Expenses	6362123 -579607	12,915	12,500	16,135	14,000	9,000	(5,000)	-35.7%
		23,176	24,000	22,971	25,600	18,000	(7,600)	-29.7%
Camp Adventure-Personnel								
Regular Compensation	63621232 -511000	1,545	7,883	1,619	-	-	-	-
Temporary Compensation	63621232 -511002	67,464	75,360	71,321	79,300	65,000	(14,300)	-18.0%
		69,010	83,243	72,940	79,300	65,000	(14,300)	-18.0%
sub-total Camp Adventure		92,186	107,243	95,911	104,900	83,000	(21,900)	-20.9%
Memorial Pool								
Memorial Pool/Swimming								
Electricity	6362120 -521200	8,280	16,000	3,399	10,000	10,000	-	0.0%
Water	6362120 -523100	3,585	6,000	2,041	5,000	5,000	-	0.0%
Repair & Maintenance	6362120 -524000	36,083	40,000	35,474	43,000	43,000	-	0.0%
Recreation Uniforms	6362120 -539300	7,911	7,000	-	8,000	8,000	-	0.0%
Cleaning Supplies	6362120 -545100	888	1,500	477	1,500	1,500	-	0.0%
Chlorine	6362120 -553200	11,023	14,500	10,315	14,500	14,500	-	0.0%
Chemicals	6362120 -553201	4,158	3,000	1,568	3,000	3,000	-	0.0%
Program Supplies	6362120 -558801	5,433	4,500	1,527	4,500	4,500	-	0.0%
All Other Expense	6362120 -578600	10,292	10,000	5,424	12,000	12,000	-	0.0%
		87,654	102,500	60,226	101,500	101,500	-	0.0%
Memorial Pool/Swimming-Personnel								
Regular Compensation	63621202 -511000	27,126	41,146	25,817	-	-	-	-
Temporary Compensation	63621202 -511002	164,371	117,600	101,835	127,420	127,420	-	0.0%
		191,497	158,746	127,651	127,420	127,420	-	0.0%
sub-total Memorial Pool		279,150	261,246	187,878	228,920	228,920	-	0.0%
Middle School Gym/Pool Programs								
Energy	6362119 -520001	10,185	16,000	-	15,955	15,955	-	0.0%
Non-energy - Water	6362119 -520002	2,976	5,000	-	5,000	5,000	-	0.0%
Chemicals/Pool Supplies	6362119 -553201	2,321	3,000	-	3,000	3,000	-	0.0%
All Other	6362119 -578600	6,565	3,500	1,884	3,500	2,500	(1,000)	-28.6%
		22,047	27,500	1,884	27,455	26,455	(1,000)	-3.6%
Middle School Gym/Pool Personnel								
Regular Compensation	63621192 -511000	4,825	7,330	5,043	-	-	-	-
Temporary Compensation	63621192 -511002	23,336	5,304	18,487	17,496	12,000	(5,496)	-31.4%
		28,161	12,634	23,530	17,496	12,000	(5,496)	-31.4%
sub-total Middle School Programs		50,208	40,134	25,415	44,951	38,455	(6,496)	-14.5%
Facilities/Fields								
Energy (Elec, Oil, Gas)	6362124 -520001	1,695	1,000	1,381	1,000	1,000	-	0.0%
Non-energy - Water	6362124 -520002	-	250	-	-	-	-	-
Repair & Maintenance	6362124 -524000	24,516	30,000	5,992	30,000	30,000	-	0.0%
Repair - Vehicles & Equipment	6362124 -524300	6,877	4,000	8,183	4,000	4,000	-	0.0%
Rent-Equipment	6362124 -527200	2,876	3,200	2,876	3,200	3,200	-	0.0%
Contract Services	6362124 -530305	-	3,000	-	3,000	1,000	(2,000)	-66.7%
Sundry Supplies	6362124 -543900	728	1,200	119	1,200	800	(400)	-33.3%
Loam	6362124 -546200	-	250	-	250	250	-	0.0%
Fertilizer/Seeds	6362124 -546700	-	1,000	-	1,000	1,000	-	0.0%
Vehicle Supplies	6362124 -548550	4,688	4,500	2,420	4,500	4,500	-	0.0%
Equipment	6362124 -585100	1,407	-	(2,081)	-	-	-	-
		42,788	48,400	18,890	48,150	45,750	(2,400)	-5.0%
Facilities/Fields Personnel								
Regular Compensation	63621242 -511000	4,712	78,975	2,709	-	-	-	-
Temporary Compensation	63621242 -511002	88,188	11,287	86,069	11,287	6,000	(5,287)	-46.8%

			92,900	90,262	88,778	11,287	6,000	(5,287)	-46.8%
sub-total Facilities/Fields			135,688	138,662	107,668	59,437	51,750	(7,687)	-12.9%
KWEST Camp									
Professional/Consulting Services	6362125	-530300	540	300	427	400	400	-	0.0%
Uniforms	6362125	-539300	606	850	-	850	850	(200)	-23.5%
Program Supplies	6362125	-542504	141	300	192	300	300	-	0.0%
Field Trip Expenses	6362125	-579607	10,539	10,000	(5)	12,000	8,000	(4,000)	-33.3%
All Other	6362125	-578600	99	250	16,921	250	250	-	0.0%
			11,925	11,700	17,538	13,800	9,600	(4,200)	-30.4%
KWEST Camp Personnel									
Regular Compensation	63621252	-511000	1,236	7,691	1,295	-	-	-	-
Over-Time Compensation	63621252	-511001	-	-	-	-	-	-	-
Temporary Compensation	63621252	-511002	-	15,360	443	16,065	10,000	(6,065)	-37.8%
			1,236	23,051	1,738	16,065	10,000	(6,065)	-37.8%
sub-total KWEST Camp			13,161	34,751	19,273	29,865	19,600	(10,265)	-34.4%
Sports Camp									
Professional & Consulting Services	6362126	-530300	1,056	500	685	700	700	-	0.0%
Recreation Uniforms	6362126	-539300	608	1,000	-	1,000	750	(250)	-25.0%
Program Supplies	6362126	-542504	637	1,200	438	1,200	1,200	-	0.0%
Field Trip Expenses	6362126	-579607	179	5,000	682	5,000	3,500	(1,500)	-30.0%
All Other	6362126	-578600	1,863	1,000	4,825	1,000	1,000	-	0.0%
			4,343	8,700	6,628	8,900	7,150	(1,750)	-19.7%
Sports Camp Personnel									
Regular Compensation	63621262	-511000	1,545	7,691	1,619	-	-	-	-
Temporary Compensation	63621262	-511002	16,122	20,360	14,232	21,360	15,500	(5,860)	-27.4%
			17,667	28,051	15,851	21,360	15,500	(5,860)	-27.4%
sub-total Sports Camp			22,010	36,751	22,479	30,260	22,650	(7,610)	-25.1%
Red Waves Swim Team									
Transportation	6362127	-530800	-	300	-	300	300	-	0.0%
Uniforms	6362127	-539300	-	2,000	1,752	1,000	1,000	-	0.0%
Program Supplies	6362127	-542504	4,457	4,500	4,214	4,500	4,500	-	0.0%
Dues	6362127	-573100	1,770	1,200	1,845	1,200	1,200	-	0.0%
All Other	6362127	-578600	880	500	1,099	500	500	-	0.0%
			7,107	8,500	8,910	7,500	7,500	-	0.0%
Red Waves Personnel									
Regular Compensation	63621272	-511000	9,649	12,181	10,086	-	-	-	-
Temporary Compensation	63621272	-511002	32,697	35,815	33,999	35,815	35,815	-	0.0%
			42,346	47,996	44,085	35,815	35,815	-	0.0%
sub-total Red Waves Swim Team			49,453	56,496	52,995	43,315	43,315	-	0.0%
Ice Skating									
Rink Rental	6362128	530300	-	25,800	20,075	25,800	25,800	-	0.0%
Uniforms	6362128	539300	-	500	-	500	500	-	0.0%
Program Supplies	6362128	558801	-	3,000	476	3,000	3,000	-	0.0%
Membership Fees	6362128	573100	-	1,700	1,409	1,700	1,850	150	8.8%
All Other Expenses	6362128	578600	-	2,000	1,149	2,000	2,000	-	0.0%
			-	33,000	23,109	33,000	33,150	150	0.5%
Ice Skating Personnel									
Regular Compensation	63621282	511000	-	3,500	-	-	-	-	-
Temporary Compensation	63621282	511002	-	19,555	-	19,840	19,840	-	0.0%
			-	23,055	-	19,840	19,840	-	0.0%
sub-total Ice Skating			-	56,055	23,109	52,840	52,990	150	0.3%
Community Center									
Electricity	63625	-520001	25,474	30,000	16,350	30,000	30,000	-	0.0%
Non-energy - Water	63625	-520002	714	1,000	762	1,000	1,000	-	0.0%
Oil & Gas	63625	-520003	10,694	10,500	7,804	10,500	10,500	-	0.0%
Repair & Maintenance	63625	-524000	17,078	15,000	2,319	15,000	15,000	-	0.0%
Repair/Maint Cleaning Equipment	63625	-524100	782	500	407	500	500	-	0.0%
Trash Removal	63625	-529200	1,960	1,800	-	1,800	1,800	-	0.0%
Contract Services	63625	-530305	16,436	15,000	8,847	15,000	15,000	-	0.0%
Sundry Supplies	63625	-543900	5,020	4,000	6,637	4,000	4,000	-	0.0%
All Other Expense	63625	-578600	629	750	(394)	750	750	-	0.0%
			78,789	78,550	42,731	78,550	78,550	-	0.0%
Community Center Personnel									
Regular Compensation	636252	-511000	91,181	111,502	87,840	-	-	-	-
Overtime	636252	-511001	-	1,819	-	1,825	1,825	-	0.0%
Temporary Compensation	636252	-511002	5,608	17,444	1,965	17,450	10,000	(7,450)	-42.7%
WCC - Event Supervisor	636252	-511111	6,863	8,500	3,818	8,500	5,000	(3,500)	-41.2%
			103,651	139,265	93,623	27,775	16,825	(10,950)	-39.4%
sub-total Community Center			182,440	217,815	136,354	106,325	95,375	(10,950)	-10.3%

Continuing Balance Accounts								
Emergency Generator+	6362112 524003	-	-	-	-	-	-	-
Memorial Pool Rehabilitation+	6362112 524004	-	-	-	-	-	-	-
Lamson Park Remediation+	6362112 524006	-	-	-	-	-	-	-
sub-total Continuing Balance Acct		-	-	-	-	-	-	-
Grand Total		1,739,395	1,898,126	1,461,642	1,937,044	1,800,052	(136,992)	-7.1%