

**Town of Westford  
Parks & Recreation Commission Minutes  
October 2, 2006  
Millennium School, Room 2  
7:15 P.M.**

The following are the minutes of the October 2, 2006, Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

**Commissioners Present:** Colleen Barisano, Kacy Caviston, John Johnson, Carolyn Metcalf,

**Staff Present:** Patricia Savage, Director and Sandra Habe, Asst. Director

**I. Approval of Agenda**

Carolyn motioned to approve the agenda. Colleen Barisano seconded it. Motion passed unanimously.

**II. Approval of Meeting Minutes – May 1, 2006**

The approval of the May meeting minutes were postponed until a quorum of members present at that meeting were in attendance.

**III. Projects/Tasks**

**A. East Boston Camps –**

a. EBC Master Plan Committee – The committee will hold a public meeting on October 26 at the Stony Brook Middle School. It is important to attend the meeting as well as get others to attend. Four options for EBC will be offered. One: No camps, Two: East Boston Social Center, Three: Parks and Recreation Department and Four: An outside agency, such as the Lowell YMCA. There is a meeting tomorrow at 2:00 pm with counsel to determine if the four listed options are viable.

We need to get out the vote, by sending emails to sports groups, scout troops, etc.

The original agreement is nonspecific for including low income children in the planning of camp activities. This is one of the issues that counsel may clear up. The point is that today, EBC is public property and we, the Town of Westford, need to make sure that all agreements pertaining to the property are handled legally.

b. Parks & Recreation – Nutting Road –

- i. Wetland flagging has been completed.
- ii. Field Development plan – no new info
- iii. Neighborhood Meeting – no new info
- iv. Booster's/fundraising – no new info

- V. Next Steps – ANRAD –Kacy reported that the ANRAD is supposed to be filed by early this week. The next step is a public meeting for the notice of request for area delineation. We'll get a definitive piece of paper delineating the wetlands. The meeting will be advertised for 21 days so abutters and other interested parties receive adequate notice. The conservation commission meeting to look at the ANRAD will most likely be in November. Pat will send the notice.

## **B. Facilities**

- a. **Old Highway Garage** – The Highway department has moved to the new garage. They are still moving things out. The move is expected to take quite a while.

**VMC (Veterans Memorial Complex)** – Carolyn informed the commission that the plans for the tennis courts are with Land Tech. Ross is now saying that he wants before and after drawings of the area.

## **C. Properties –**

- a. **Lavallee Venture** – no new information
- b. **Tech Park West** – no new information

## **D. American Legion** – Playground The project is complete.

The Parks, Grounds and Highway worked together to install the playground. The Assistant Town Engineer has not had time to work on the design of the parking lot. Kacy wants to make sure that at the very least; the parking lot is striped so that people are told where to park.

## **E. Marketing** – there is a new website that the new I. T. person has developed. We will be using a web-based First Class. The town is scrapping City View.

## **F. Rules & Regulation policies and signs** – We need to update signs.

## **G. Credit Card** – Suzanne Marchand, Finance Director, has been on vacation. The credit card service will be related to the software. Evan Shapiro has given us 2 formats to review and comment on.

## **H. Town Wide Coaches Rules Policy** – no new information

## V. Reports/Updates

**A. Westford Partnership for Children** – We will be offering an expanded version of our popular Robotics class, called NASA Kids for the K – 5 children beginning next session. We are also offering a special program for middle school kids. They will participate in a contest offered by NASA for middle school students throughout the country to design a space colony.

**B. Budgets** – We have not had the annual kick off meeting with the town manager, it will probably occur after town meeting.

Pat briefly reviewed the budgets that she is responsible for:

1. Parks budget – 60% of salaries are under Pat's budget, 40% under the highway budget. The offset paid to the town comes from the sports group.
2. Recreation budget – 100% of salaries for director, asst. director and office manager, as well as office expenses.
3. Cemetery budget – 100% of salaries for cemetery supervisor and part time cemetery clerk.

There is the General fund that is funded by tax dollars. The revolving accounts come from program revenues, Westford Partnership for Children revenue and field maintenance fees. If there is money left in the budgeted accounts (money coming from the general fund) at the end of the fiscal year the money returns to the town. Revolving accounts carry money forward from one year to the next.

In an Enterprise Fund all of the money goes to funding the department and all costs are borne out of the funds received. Retained funds stay with the department. When Fred Callahan was chair of the commission he felt strongly that the town should have a budget for the department and not have it run solely as an enterprise fund.

Kacy raised the issue that the department needs more help, especially in field maintenance.

John asked for Pat to bring a flow chart that will show how the money flows in and out of the department.

Pat will bring the actual expenditures to the next meeting.

### C. Fields/Parks:

- a. Grounds – already discussed
- b. Structures – already discussed
- c. Fencing – already discussed
- d. Parking – (American Legion parking) — already discussed

## VI. Old Business

**A. Commission Members** – New members are needed to replace Mary Ellen and Steve. John McNamara (soccer) has submitted his application to be on the commission. Steve Ledoux has asked Pat about John and he should be on the commission soon. Pat will check to see if Ken Hanley is interested.

The Westford Youth Soccer Association is offering a special needs soccer program at the Jack Walsh fields. Children from Westford and surrounding towns are participating in the program.

**B. Office Space** - Steve requested information from the Water Department regarding the details of why it is not possible for the Parks & Recreation to use the building. The Water Department says that it is because of the Ground Water Protection Act; however the Water Department is currently using the building for maintenance of their vehicles. The office space in the building is not being used.

## **VII. New Business**

- A. Special Town Meeting** – Monday, October 16 at 7:30 at the Abbot School The Parks and Recreation Department have no articles.
- B. Joint Board Meeting** – Wednesday, October 4 at the Millennium School. There is no agenda for the meeting.
- C. Bruce Freeman Rail Trail** – There is a clean up of the existing trail on October 14.

## **VIII. Next Meeting Dates /Adjournment**

The next meeting is Wednesday, November 8 at 7:15 at the Millennium School, Room 2.

Carolyn motioned to adjourn at 8:37. John seconded the motion. Agreed unanimously.