



TOWN OF WESTMINSTER

PARKS AND RECREATION COMMISSION

11 South Street

Westminster, Massachusetts 01473

www.westminster-ma.gov/parks-and-recreation

Parks and Rec Board Meeting Minutes

Thursday, February 16th @ 8pm

Virtual: Google Meet

Attendance: Jessica Costa, Rebekah Traylor, Brad Forrest and non-board members Bryce Kirby and Jordan Grondell

- Call to Order 8:10pm
- Discussed the Colony RFP – We determined that the RFP is not written for what we need right now, we would like to include structures which would require an architect and a variety of consultants. We need someone to put together a master plan conceptual design. Brad to discuss further with Missy Banks as we do not believe the allotted budget will cover the master plan that we need designed.
- Jessica made motion to nominate herself as the Chairman of the Parks and Recreation board. Rebekah 2nd, all in favor.
- Easter – We determined that we would host the Easter Egg Drop and Bunny Meet and Greet on Saturday, April 8th from 10-11am on Academy Hill. Jordan's son Jack will be the Easter Bunny. Rebekah Traylor to recruit students to help facilitate the egg drop for the younger kids. Jessica to research and order easter eggs and candy. Jessica to make the Easter poster. Collectively the Parks and Rec committee will help promote the event. Jordan will look into food and beverage options supplied by local groups, or food trucks. Jessica to inquire if we can bring a mini petting zoo to Academy Hill. Bryce to ask his neighbor if he would be interested in performing live music for the duration of the event.
- Summer Rec Camp – Jessica to determine who is interested in returning from the 2022 summer. Jessica to finalize job descriptions and have them posted to the town website. Collectively the group will share the job postings to have a further reach. We would like to have all summer staff hired and official by June 1, 2023. Summer camp will be reduced to 5 weeks due to the school schedule and janitorial needs. Camp scheduled for 7/10-8/11.
- Budget – Before we spend money on Parks and Rec activities and games, Brad will dig into what maintenance and upkeep is needed for the basketball courts and baseball fields, concession stand, bathrooms, etc. Jessica to inquire to Stephanie regarding who is responsible for the baseball dug out, sheds, etc.
- Next Meeting will be scheduled for Thursday, March 2nd. Agenda and details will be posted by Monday, February 27th.
- Meeting adjourned at 8:59pm