



November 28, 2017

Jodi Ross, Town Manager

Update on the Westford Recreation Crew Program

Due to the retirement of our Westford Parks and Recreation Director in October 2017, we were provided the opportunity to review our department revenues, expenditures, current available program offerings, and staffing levels to ensure we are matching program revenues and expenses and providing high quality services for our residents. As a result of this analysis, we concluded that our crew program is running a significant deficit in fiscal year 2018.

Due to low enrollment for the upcoming winter session, which begins the week of December 4th, we were forced to reduce staffing assigned to the crew program. As of November 28th, our youth program course offerings for the winter session have a total of 4 registered participants (2 Westford residents) for 3 available courses. If we are unable to increase the winter crew enrollment numbers we will unfortunately be forced to cancel the programming for the winter session. **We are providing interested parties until Friday December 1, 2017 at 12:00 PM to enroll for crew winter programming.** Please register by this deadline if you would like to participate in our winter session programming. In the event that we are required to cancel the winter sessions due to lack of enrollment, all participants who have already signed up and paid for courses will be provided a complete refund.

As for the Spring 2018 session, we plan to regroup and strategize on how to best move forward with our crew programming. We are exploring several possibilities, which include the Westford Friends of Rowing (501c3) taking over the management of the program and/or Westford Academy managing the High School rowing programming, while also continuing to offer courses in our Parks and Recreation Department. Our new Parks and Recreation Director will be coming on board January 15th, 2018 and will be instrumental in identifying the long-term plan for our crew program.

Thank you for your patience and understanding in this critical matter.
If you have any questions please email me at jross@westfordma.gov.

Sincerely,

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