

**PARK AND RECREATION COMMISSION
TOWN OF NEEDHAM, MASSACHUSETTS**

**MINUTES OF MEETING
July 13, 2009**

PRESENT: Cynthia J. Chaston, Chairman
Brian S. Nadler, Vice-Chairman
Christopher R. Dollase, Member
Thomas M. Jacob, Member
Philip V. Robey, Member
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director

GUESTS: Mike Retzky, Project Coordinator, Needham Sports Council
Bob Cohen, Resident

The meeting convened at 6:15 PM in the Broadmeadow School Performance Center.

- 1. Minutes of Meeting of June22:** Mr. Nadler made a motion to approve the minutes of the June 22 meeting. The motion was seconded by Mr. Robey and the motion was unanimously approved.

Minutes of Executive Session Meeting of June22: Mr. Robey made a motion to approve the minutes of the June 22 Executive Session meeting. The motion was seconded by Mr. Nadler and the motion was unanimously approved.

- 2. Financial Report:** None presented.

- 3. Correspondence:**

A. Invitation to Selectmen's Goals Setting Meeting: The Commissioners received an invitation to attend the Board of Selectmen's Draft Goals Town-wide meeting on July 28, 2009. All are welcome to attend.

- 4. Assistant Director's Report:** Ms. Peirce reported on a number of programs that are full this summer and many programs are close to being full. Session Two of Swimming Lessons began today. The first night of Arts in the Parks and the first day of Children's Theatre were very successful. Work has begun on the Fall Brochure.

5. Discussion Items:

- A. Director's Report:** Submitted in writing prior to the meeting. Mr. Nadler asked Ms. Carey for a list of outstanding procurement issues which she will compile for him.
- B. Fall Scheduling Information:** Ms. Carey indicated that Needham Lacrosse and Girl's Softball may be requesting field space this fall. The multipurpose field inside the track and the 90 ft. diamond at DeFazio Park will not be available for fall use.
- C. Construction Update:** Discussed later in the meeting.
- D. Permit Request Forms:** The Commissioners will review the field scheduling permit request forms. It is important to communicate to all user groups the need to let Ms. Carey know when a group switches with another group or when outside groups will be sharing the field. Ms. Carey will continue to educate the permit holders of the importance of communicating any changes to a permit. Mr. Nadler suggested adding amplification information to the permit request. The Commissioners and the Sports Council will review the field scheduling request packet and make suggestions of ways to improve communication with the user groups and impress upon them the importance of following the rules.

Mr. Dollase made a motion to recess the meeting. Mr. Robey seconded the motion and the meeting was suspended at 6:44PM and resumed at 6:50PM.

- E. Review of Capital budget Projects:** Ms. Carey will work on a list of potential projects for the Commissioners to review prior to the August 4, 2009 submission date.
- F. Draft Resolution: Board of Health:** Health Department Director Janice Berns reviewed the cover letter for the Draft Resolution of the Board of Health Relative to the Built Environment and Community Design. The Commissioners appreciated the cover letter which helped to explain the planning strategies to help produce positive health outcomes. The Resolution is designed to have no enforcement but serve as a guide towards better development and a source of local discussion on future development when looking at development plans. If the Resolution is passed in the fall copies will be given to appropriate Town departments with the intention of giving it to all developers, builders and architects.

- C. **Construction Update:** Mr. Retsky indicated there is still a punch list of items remaining on the Field of Dreams projects that should be completed soon. Musco has been onsite testing the light readings at DeFazio Park. Mr. Retsky arranged a conference call with contacts from Musco, Gale and Associates, Ms. Carey, Building Inspector Dan Walsh and Parks and Forestry Superintendent Lance Remsen to communicate the remaining aspects of the project to move closer to completion.

- G. **Other Business:** Mr. Nadler thanked Mrs. Chaston for her leadership and hard work as Chairman of the Park and Recreation Commission

6. Action Items:

- A. **Resident Response Advisory Group:** Mr. Dollase and Mr. Nadler met to comprise a draft list of discussion points and will discuss at a future meeting.

- B. **FY'10 Commission Important Issues:** Ms. Carey shared a copy of the Park and Recreation Commission Draft Important Issues and Goals. Mr. Dollase made a motion to approve the Draft Important Issues and Goals. The motion was seconded by Mr. Robey and the motion was approved. The draft will be shared at the Selectmen's Goals Meeting on July 28, 2009.

- 7. Adjournment:** Mr. Dollase made a motion to adjourn the meeting at 7:02PM. The motion was seconded by Mr. Jacob and the meeting adjourned at 7:02PM

Respectfully submitted,

Karen A. Peirce, CPRP, CTRS
Assistant Director