

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

Minutes of Meeting

October 26, 2022

Attended: Chris Gerstel, Cynthia Chaston, Frederica Lalonde, Michelle Geddes, Dina Hannigan

Absent: None

Staff: Stacey Mulroy, Fabien Desrouleaux, Derek Moreau, Wu Ping Liao

Guests: Participant(s) from Zoom (1)

Call to Order (CTO)

Mr. Gerstel called the meeting to order at 7:01pm on October 26, 2022.

1. Open Forum

None Presented

2. Park Ranger Introduction

Mr. Gerstel welcomed Mr. Liao and shared the Commission's excitement to have the Park Ranger Position.

- Park Ranger Discussions
 - Hours: 12pm-8pm (Tuesday -Saturday)
 - Safety Checks (at Fields/facilities)
 - Report to Ed Olsen on overgrowth and maintenance

Director's Comment: Miss Mulroy Stated that she is working on getting a uniform. While the Fleet Vehicle is being fixed in the shop.

3. Chair's Update

None present.

4. Director's Report

Park and Recreation Director Stacey Mulroy

4a. Court Memberships

Court Memberships through August 31, 2022:

- Family 82 memberships

- Individual 17 memberships
- Senior 44 memberships

Court Memberships from September 1 – October 21, 2022:

- Family 3 memberships
- Individual 4 memberships
- Senior 6 memberships

4b. Programs

- Pumpkin Decorating
 - It was a very popular activity
- Spooky walk
 - Select board is putting out their own table for the event
- Turkey Hunt
- Gingerbread House Decorating

Commission Comment: Miss Chaston asked Director Mulroy are the cancelled programs lacking in involvement or is there another reason.

Director's Comment: The Recreation Supervisor is talking with the Vendors and Instructors on more Marketing or Participant Limitations.

4c. Rosemary Pools

- Rosemary Pool is Closed with the Covers on
- DPW will be coming by to winterize the Bathroom
- Discussions on Maintenance of Filter has begun

Commission Comment: Will Weston & Sampson oversee repairing the Filter?

Directors Comment: Yes, but it is outside the normal pool closure.

4d. Fields and Facilities

- Outdoor Bathrooms
 - Will be Winterized within 1-2 weeks
- DeFazio Complex
 - Public is upset about Porta-Potties being taken away from certain fields/facilities
 - Park and Recreation only put Porta-Potties at two Fields
 - Bathrooms will be winterized in the next 1-2 week.
- Tennis courts at NHS
 - We are continuing to work on the bid packet. It was stalled due to the Operating Budget being due on Tuesday, 10/25.
- AED boxes for Memorial & DeFazio
 - Still working on a solution to the AED boxes.

4e. Staffing

- Assistant Director of Park and Recreation
 - Assistant Director - Fabien Desrouleaux is leaving for another Job Opportunity (Nov. 10)
- 9 Applicant(s) for the position

Commission Comment: Mr. Gerstel asked Director Mulroy When is the ideal day you would like the Assistant Director position filled?

Director's Comment: We hope that the position be filled by February 1st at the latest.

- December 28, 2022, is the Seasonal Staff Holiday Party

5. Additional Discussion Items

5a. Commission Goals

- FY. 23 Commission Goals

Director Comment: Director Mulroy requested that the Commission's Goals be split up into Yearly/Ongoing Goals

- Updates to Responsibilities & Liaisons of Commissioners

5b. Field Fees and Field Summit

- Top of the Director's Priority List

5c. Capital Project

- Projects were submitted on October 17th
- Operating Budget was submitted on October 24th
- New Liaison for Weston & Sampson

5d. CPC

- CPC is looking for list of Priorities

5e. Playgrounds and Facilities

- Greene's Resurfacing has started

6. Action Items & Approvals

Girls Softball

Motion – Dina Hannigan

2nd – Cynthia Chaston

5-0 Unanimous

Relay For life

Motion – Cynthia Chaston

2nd – Michelle Geddes

5-0 Unanimous

Meeting Minutes – October 3, 2022

Motion – Cynthia Chaston

2nd – Dina Hannigan

5-0 Unanimous

7. End of Season – Pool Report

Data

- Visits
- Revenue
- Expenses
- Staffing
- Successes/ Challenges
- Conclusion

8. Topics For Future Meetings

- Fees
- Field Summit
- What is going to CPC

9. Issues Not Reasonably Anticipated

None Presented

10. Next Meetings

- Monday November 14, 2022
- Monday November 28, 2022
- Monday December 12, 2022

11. Adjournment of Business Meeting

Motion – Cynthia Chaston

2nd – Frederica Lalonde

5-0 Unanimous

Meeting Adjourned at 8:47pm on October 26, 2022

Respectfully Submitted.

Derek Moreau Jr.

Administrative Specialist