

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

**MINUTES OF MEETING
November 8, 2010**

PRESENT: Philip V. Robey, Chairman
Thomas M. Jacob, Vice Chairman
Cynthia J. Chaston, Member
Michael J. Retzky, Member
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director

ABSENT: Brian S. Nadler, Member

GUESTS: Bob Cohen, Resident

Mr. Robey called the meeting to order in the Cafeteria of the Newman Elementary School at 6:30 PM.

- 1. Minutes of Meeting – October 25, 2010:** Mrs. Chaston made a motion to approve the minutes of the October 25, 2010 meeting. Mr. Jacob seconded the motion and it was approved unanimously.

- 2. Director's Report:** Submitted in writing prior to the meeting. Ms. Carey indicated the Summer Revenue and Expense Report will hopefully be ready for the next meeting. Mrs. Chaston will forward to Ms. Carey the Revenue and Expense spread sheet she created. Mr. Retzky asked if all the basketball courts in town are regulation size and if they are not could they be renovated to be regulation. Ms. Carey will find out which are regulation size. Mrs. Chaston would like to add to a future agenda the subject of lighting basketball courts. Mr. Robey suggested adding in lighted volleyball court into the discussion. Mr. Jacob suggested lighting the Newman tennis courts and basketball courts. Ms. Carey mentioned now that it is getting darker earlier the DeFazio Track lights will be adjusted to go on at 5PM and off at 8PM.

- 3. Assistant Director's Report:** Submitted in writing at the meeting. See Appendix A.

4. Discussion Items:

- A. Special Town Meeting Preview:** At the Special Town Meeting Mr. Robey will speak on behalf of the Commission regarding the General By-Law/Regulation of Dogs Article 7 with Mr. John Bulian, Chairman of the Board of Selectmen. Other topics that may need to be addressed at the meeting are the Senior Center and Pollard School projects.
- B. Pollard and Newman Construction Projects:** If approved by the Special Town Meeting, Pollard School will have improved parking in the rear of the school which will help alleviate current parking congestion. Ms. Carey reported that the Newman School renovation will include 25 ft lights for the parking lot and the PPBC has considered placing them in the tennis courts for temporary parking and for later use for the courts. Tennis court lights need to be between 35-50 feet high, depending on the layout, and the 25 foot poles would not give appropriate lighting, according to Ms. Carey. In order to install the taller poles, a special permit would need to be requested through the Zoning Board of Appeals. In order for lights to be on only while in use key codes, coin operation and other types of controls were discussed for lighting the tennis courts. Ms. Carey would prefer that the PPBC not include 25 foot light poles at the Newman tennis courts, and the Commission, by consensus, agreed with that recommendation.
- C. Rosemary Pool:** Ms. Carey will be attending a pre-hearing meeting at the DEP on November 16th. More information will be available after that date on the pool's status for the 2011 season.
- D. Projects with DPW:** Ms. Carey reported that the project at the Asa Small Diamond located at DeFazio Park is very close to completion with a short punch list of items remaining.
- E. Field Permits, Clinics, and Special Events - Discussion Points:** Mr. Nadler is researching and reviewing Field Permits, Clinics and Special Events with Memorial Park Chairman Dave DiCicco. He will report to the Commission at a future meeting.
- F. Needham 300-** Mr. Robey noted the Needham 300 Kick Off Weekend events were a huge success.

5. Action Items:

- A. Special Event Request: Relay for Life:** Mr. Jacob made a motion to approve the request from the American Cancer Society to use Newman Fields on May 14 and 15, 2011 to host the Relay for Life under guidelines

set by the Director of Park and Recreation. Mrs. Chaston seconded the motion and the motion was approved unanimously.

B. Set Winter Program Fees: Mrs. Chaston made a motion to approve the Winter Program Fees as presented by the Director and Assistant Director on a Memorandum dated 11/8/10 and found as Appendix B. Mr. Jacob seconded the motion and the motion was approved unanimously.

C. Coulton Park Skating Rink: Mrs. Chaston made a motion to approve the request from the Coulton Park neighbors to erect a temporary ice skating rink in the neighborhood within in the guidelines required by the Director. Mr. Retzky seconded the motion and the motion was approved unanimously.

6. Topics for Future Agendas: None presented.

7. Adjournment: Mr. Jacob made a motion at 7:12PM to adjourn the meeting. The motion was seconded by Mrs. Chaston and approved. The meeting adjourned at 7:12 PM.

Respectfully submitted,

Karen A. Peirce, CPRP, CTRS
Assistant Director