

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

**MINUTES OF MEETING
November 22, 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
Resa Altsher, Resident
Greg Cooper, Resident

Mr. Robey called the meeting to order in the Charles River Room at the Public Services Administration Building at 7:01 PM.

1. **Minutes of Meeting – November 8, 2010:** Mrs. Chaston made a motion to approve the minutes of the November 8, 2010 meeting with the following amendments: The meeting was adjourned at 7:12PM not 8:45PM and a correction was made to the spelling of Retsky to *Retzky*. Mr. Jacob seconded the amended motion and it was approved unanimously
2. **Director's Report:** Submitted in writing prior to the meeting. The Commissioners discussed the high cost of paving the DeFazio parking lot. Ms. Carey will do some research on the cost. Mrs. Chaston asked about the Recreation Supervisor position listed in the budget. Ms. Carey indicated the position was created through restructuring within the department and Ms. DiCicco is in that position. Mr. Jacob complimented the work completed at the Asa Small diamond. The grassy areas will be planted in the spring
3. **Assistant Director's Report:** Ms. Peirce indicated the Turkey Hunt went well and both groups were well attended. She attended a meeting on November 18th with the members of the Science Center to learn more about the EPA Eco-Explorers Grant. Ms. Peirce will begin attending the monthly Environmental Education Leadership Team meetings to learn more about outdoor learning and activities. The Winter/Spring 2011 Brochure will be going to the printers this week with registration beginning on December 8th. Ms. Peirce has been in contact with Mrs. Epstein from the Riverside Park neighborhood to create a plaque and a dedication to Mr. Alex Prohodski for all his volunteer efforts at the park.

4. Discussion Items:

- A. Operating and Capital Budgets:** Ms. Carey and Mr. Robey attended the Town Manager's budget meeting on November 16, 2010. There were some slight savings in personnel costs presented. There will be a CPC placeholder for acquiring land that will be listed in the capital budget along with a small amount for facility improvements at Walker Gordon Field. The DPW capital list includes funding to reline the diamond at Walker Gordon Field.
- B. Pollard and Newman Construction Projects:** Ms. Carey provided the PPBC with the USTA guidelines for building tennis courts to assist when rebuilding the tennis courts at the Newman School. She was also informed that the PPBC will not be pursuing approval for 25 foot lights on the tennis courts at this time but they will provide the electrical hook ups in case lights are pursued in the future. The Pollard parking lot plan presented by PPBC was voted down at Special Town Meeting.
- C. Rosemary Pool:** Ms. Carey attended a prescreening conference at the Department of Environmental Protection Agency and she shared a draft of what needs to be considered. The permit extension act could help to extend the prior permit to drain the lake through 2011. The decision on the 2006 permit should be available from the DEP judge by December 31, 2010.
- D. Purchase of Property on Charles River Street:** December 1, 2010 is the date scheduled to sign the papers to purchase the property located on Charles River Street. The septic area will need to be decommissioned, the house demolished and a meeting scheduled with the abutters. The newly purchased area abutting Walker Gordon Field will be used as green space for the immediate future. No further plans have been discussed.
- E. Projects with DPW:** Ms. Carey reported that she is currently attending the monthly DPW superintendent meetings. She reported that the seeded areas at the newly renovated Asa Small Diamond at DeFazio Park will be done in the spring. The Memorial Park bleachers will be installed after the football season ends. The High School Athletic Director is renting bleachers for the Thanksgiving Day game. The batting cage to be installed at Claxton is on schedule for spring 2011 prior to the softball season start. Public Facilities and DPW are working together to repair the outdoor Reservoir lights for night ice skating. The Carol Brewster parcel nick named "The Enchanted Forest" that was recently purchased has been cleared of brush by Parks and Forestry and the Water and Sewer Department has been re-grading the area. DPW will be turning their

efforts from field maintenance to playground maintenance, bench building and other cold weather tasks. Ms. Carey is in the process of creating a committee to work on rebuilding the playground structure at Greene's Field.

F. Spring/Summer Field Scheduling: The Commissioners suggested scheduling the Field Summit for January 2011 which will give sports groups time to create a preliminary plan for field use that can be shared at the meeting. Mr. Jacob is familiar with a mathematical formula that can be used for field space scheduling purposes which he will share at a future meeting.

G. Field Permits, Clinics, Special Events- Discussion Points: Ms. Carey discussed early requests for special events that shut down the athletic fields for regular uses, and used the example of a September 2011 request for DeFazio that will require use of the full parking lot, but not the actual fields. Ms. Carey would like the Commission to consider the ramifications of special events on the scheduled users. She recommended waiting until January 2011 to make a decision on the September 2011 special event request until after reviewing Mr. Nadler's field permits, clinics and special events report.

H. Trails: Ms. Carey noted with the restructuring of positions in the Park and Recreation office trails will now be Ms. Peirce's responsibility. Ms. Carey will arrange for some training sessions for Ms. Peirce. Working with the EPA grant will also assist with training. A goal of the EPA grant is to create a Junior Rangers program to get children involved in taking care of the outdoors. Mr. Jacob asked how Park and Recreation will be involved in the Bay Colony Rail Trail highlighted at the October 25th meeting by Tad Staley. Ms. Carey will coordinate with the Town Manager and Mr. Staley, and noted this is a very big project involving four towns and will take a lot of work and time but would be a wonderful addition to all the communities involved.

I. Outdoor skating Rinks: Some Avery Park neighbors have made an informal inquiry on whether they could receive permission to install an ice skating rink on Avery Field. They also requested the Town add the neighbors to the Town insurance policy. Ms. Carey indicated adding them to the Town insurance policy is not possible. Ms. Carey spoke to Parks and Forestry Superintendent Ed Olsen for his opinion and he recommended ice rinks not be placed on athletic fields.

5. Action Items:

A. Special Event Request: Junior Football Turkey Bowl: A request was received from Needham Junior Football to host a Turkey Bowl at Claxton Field on Wednesday, November 24, 2010 from 2:00-4:00PM to raise money for the Jimmy Fund. Resa Altsher described the event as something they have been doing for a few years for elementary and middle school friends but each year it has grown larger so the department required a special event request. . Mrs. Chaston made a motion to approve the special event request to host the Flag Football Turkey Bowl on November 24, at Claxton Field as a fund raiser for the Jimmy Fund. Mr. Jacob seconded the motion and the motion was approved.

6. Topics for Future Agendas:

- DeFazio Track Lights
- Greene's Field Playground Structure
- Revenue and Expense Report
- Future Meetings Schedule

7. Adjournment: Mr. Jacob made a motion at 8:50PM to adjourn the meeting. The motion was seconded by Mrs. Chaston and approved. The meeting adjourned at 8:50 PM.

Respectfully submitted,

Karen A. Peirce, CPRP, CTRS
Assistant Director