

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

**MINUTES OF MEETING  
January 24, 2011**

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

**GUESTS:** Bob Cohen, Resident  
David DiCicco, Memorial Park Trustees Chairman

Mr. Robey called the meeting to order in the Charles River Room at the Public Services Administration Building at 7:04 PM.

- 1. Minutes of Meeting – January 10, 2011:** Mr. Jacob made a motion to approve the minutes of the January 10, 2011 meeting. Mrs. Chaston seconded the motion and it was approved unanimously.

**Minutes of Field Summit Meeting – January 10, 2011:** Mr. Jacob asked that Carey Stenberg's name be added to the attendance list as she arrived late. Mrs. Chaston made a motion to approve the minutes of the January 10, 2011 Field Summit meeting as amended. Mr. Jacob seconded the motion and the amended motion was approved unanimously.

- 2. Director's Report:** Submitted in writing prior to the meeting. Community Special Event requests discussed later in the meeting.
- 3. Assistant Director's Report:** Ms. Peirce reported on the status of 4 new Eagle Scout Projects. She also gave an update on the trails meeting which was held on January 20 with Cindy Chaston, Janet Bernardo, Patty Carey and Patty Barry. As the new Trails Coordinator Ms. Peirce will begin to carry out the mission of the Trails Master Plan created by the Trails Advisory Committee. An opening day clean up celebration is being planned for April 30, 2011 (rain date May 1) at Ridge Hill Reservation. Volunteer groups will gather to clear a number of trails under the leadership of the Conservation Commission members. Information advertising the event will be shared with scout groups, religious organizations, schools, community organizations and the Needham 300 committee. The Conservation Commission has also agreed to host a nature walk on Monday, May 9<sup>th</sup> at Ridge Hill to help kick off Needham Springs into Action Week coordinated by the Eat Well/Be Fit Committee. Ms. Peirce is gathering information on how to create a Trail Steward program. Recently a new Notify Me tab was placed on the Park and Recreation website to gather contact information of those interested in getting involved with the Needham trails. Moving forward a list will be created of trail opportunities highlighting projects that can be completed by groups or interested individuals.

**4. Discussion Items:**

- A. Draft Concepts for Field Scheduling Policies:** Mr. Nadler summarized the draft concept for field scheduling policies. He suggested after the policy is reviewed by Ms. Carey, Memorial Park Trustees, and the user groups the updated document be presented at a public meeting and voted on in the next few months. Mr. Jacob suggested a policy to protect long standing adult groups that have been in existence for many years to continue receiving field space. Mr. Jacob and Memorial Park Trustee Chairman Dave DiCicco are reviewing the application process and fees. The goal is to have the final draft completed in 3-4 weeks. Mr. DiCicco suggested a \$20 per person fee for camps and clinics using Needham fields. Mr. Robey suggested making the changes in italics to indicate new information added to the existing document. There was discussion regarding teams submitting rosters to determine residency and if there could be a way to have the groups list their primary season in the application process. It was suggested that the respective sport season dates in the draft document be removed. Mr. Nadler will add the \$20 fee for clinics and camps to the new draft policy and remove the specific sport season dates.
- B. Field Scheduling: Review of Summit and Requests:** Mr. Jacob and Ms. Carey reviewed the requests for spring fields. There are a few conflicts between various groups. Meetings will be arranged with the organization representatives to work out the conflicts. The goal is to have spring field scheduling resolved in February..
- C. Field Scheduling: New Programs:** After briefly reviewing all of the new program requests Mr. Robey suggested adding number of Needham residents, number of non-residents and a signature page to the New Program field request application.
- D. Field Scheduling: Special Events:** Ms. Carey reviewed the community special event requests listed in the Director's Report. She also reviewed the special event request from Needham Little League for Opening Day, Needham Soccer Club Memorial Day Tournament and the Needham Track Club Great Bear Run. She was seeking Commission input on types of special event requests that can be reviewed and the timing of those requests.
- E. Trails Update:** Discussed during Assistant Director's report.
- F. Rosemary Pool:** Ms. Carey announced the Town is withdrawing the 2010 DEP permit application to drain Rosemary Lake. Instead the Town will use the 2006 permit that has been extended through 2011 per order of the Governor of Massachusetts. During the 2011 draining of Rosemary Lake the Town will gather information and document all occurrences to assist with the next permitting application process. On January 28, 2011 Ms. Carey will be meeting with the lawyers, Town Counsel, the Town Manager and other Town staff to work on next steps.

**G. Athletic Council:** Ms. Carey announced a new group is being formed by the High School Athletic Director Micah Hauben to create a forum for youth sports groups and high school athletics to meet and discuss issues. Mr. Retzky will be a member of the Athletic Council representing Park and Recreation and Junior Football.

**5. Action Items:**

**A. Special Event Request: Little League:** Mr. Nadler made a motion to approve the request from Needham Little League for Opening Day on Sunday, May 1 with a rain date of May 8. The teams will gather at Greene's Field and march to DeFazio Park for the event. Mrs. Chaston seconded the motion and the motion was approved.

**B. Special Event Request: Soccer Club:** Mr. Jacob made a motion to approve the Needham Soccer Club request for the Memorial Day Soccer Tournament to be held on May 27, 28, 29 and 30<sup>th</sup> with the following changes to the request: The outfields of Warner and McLeod will not be used and the start time on May 27<sup>th</sup> will be 6PM not 5PM as requested. Mrs. Chaston seconded the motion and the motion was approved.

**C. Special Event Request: Track Club:** Mr. Nadler made a motion to approve the Needham Track Club request to host the Great Bear Run on Sunday, May 15 at Pollard Field. Mrs. Chaston seconded the motion and the motion was approved.

**6. Topics for Future Agendas:** Trails Update  
Community Preservation Committee Update

**7. Adjournment:** Mr. Nadler made a motion at 9:04PM to adjourn the meeting. The motion was seconded by Mrs. Chaston and approved. The meeting adjourned at 9:04PM.

Respectfully submitted,

Karen A. Peirce, CPRP  
Assistant Director