

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

**MINUTES OF MEETING
May 16, 2011**

PRESENT: Thomas M. Jacob, Chairman
Michael J. Retzky, Vice Chairman
Cynthia J. Chaston, Member
Brian S. Nadler, Member
Andrea L. Shorthose, Member
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director

GUESTS: Bob Cohen, DeFazio Neighbor

The meeting convened at 7:00 PM in the Charles River Room located in the Public Services Administration Building.

1. **Minutes of Meeting of April 25, 2011:** Mr. Nadler made a motion to approve the minutes of the April 25, 2011 meeting. The motion was seconded by Mrs. Chaston and the motion was approved.
2. **Director's Report:** Submitted in writing prior to the meeting. Mr. Jacob indicated a stone chip material would be installed by DPW at DeFazio Park parking lot as a low cost and environmentally sound alternative to pavement by the spring of 2012. Ms. Carey has contacted the New England Mountain Bike Association and they will be working with the Park and Recreation Department to make improvements in the Town Forest.
3. **Assistant Director's Report:** Ms. Peirce reported that the Senior Golf League and Adult Golf Lessons began with minor adaptations due to the Needham Club house construction. The Reservoir was stocked by the Pollard 7th grade students on May 2. Four hundred rainbow trout provided by the Division of Fisheries and Wildlife were put in the Reservoir. The Fishing Derby was held on May 7th with approximately 125 people and many volunteers. Ms. Peirce attended a grant workshop in Boston on May 4th regarding Land & PARC grants available to towns and cities in Massachusetts. Needham Springs into Action Week sponsored by Danvers Bank and the Eat Well Be Fit Committee is in progress with many walking activities scheduled each day. Ms. Peirce organized the Ridge Hill Nature Walk with the Conservation Commission, the Nature Walk at around Rosemary Lake and the Hike for Tykes at Ridge Hill. The Community Gardens are rototilled and ready to plant. A big weekend is ahead with Touch the Trucks, the Needham Bike Fair and the Needham 300 Re-enactment at Ridge Hill.

4. Discussion Items:

- A. Town Meeting Recap:** Mr. Jacob spoke at Town Meeting on behalf of the Park and Recreation Commission regarding the Cricket feasibility study and the cash capital projects at Walker Gordon Park. Ms. Carey and Town Manager Kate Fitzpatrick will write a scope of work needed and the PPBC will put out an RFP for the feasibility study of the Cricket building.
- B. Rosemary Pool:** The draining of Rosemary Pool continues to be monitored and is progressing but the constant rain is making it difficult to empty completely. Power washing will take place once it stops raining.
- C. Trails Update:** Ms. Peirce announced the Spring Trail Day on April 30 was attended by 18 people of all ages. Members of the Conservation Commission led nature walks and the groups cleared 2 trails of brush and overgrowth. Mr. Jacob requested an overview of the Trails Master Plan. Ms. Peirce will look into doing that. With assistance from the Parks and Forestry Foreman Mike Logan and Patty Barry from the Conservation Commission the Eco Explorer group cleared all the trails at Mitchell Woods on May 12th. The next meeting will be held on June 9th which will wrap up the first year of the funding of the EPA grant for the Eco Explorer program. On May 20th the Trails Advisory Group will meet to review the Trail Day and plan for upcoming activities.
- D. Projects with DPW:** Ms. Carey noted that McLeod Field opened for use. The parking lot entrance to DeFazio Park was paved last week. The Memorial Park Field draining has been corrected. The Needham Booster Club and Needham Little League donated a new infield at Memorial Park using a high grade surface product. DPW has been aerating and seeding many of the fields in Town. Ms. Carey is working with DPW on a fencing bid to get some new fences installed at fields.
- E. Commission Goals and Important Issues:** The Commission Goals and Important Issues were presented and discussed. Mr. Nadler suggested reviewing the roles of each of the Commissioner and then develop a subset list of the liaison's duties. Mr. Jacob and Ms. Carey will work on rewriting the list and present at the next meeting. Mr. Jacob reviewed his proposed goals for 2011/2012 and will present them at the next meeting.
- F. Draft Policies:** Mr. Nadler presented and reviewed the updated Current Policies of the Needham Park and Recreation Commission. Mr. Jacob suggested distributing a copy of the regulations at the next Field Summit. The Commissioners discussed and made changes to the document that Ms.

Carey will present at the next meeting. Mr. Nadler will present the draft to the Memorial Park Trustees for their review. Once that is completed he will present the final document to the Park and Recreation Commission and Town Groups and Boards prior to voting on the document.

5. Action Items:

- A. Special Event Request: Fundraising Lemonade Stand:** Mr. Nadler made a motion to approve the Special Event Request from Knots in the Heart for Team Samantha to host a Lemonade and Bake Sale on May 21 at DeFazio Park as long as it is not illegal and does not interfere with Needham zoning by-laws as stated by the Town Building Inspector. Mr. Retzky seconded the motion and the motion was approved with a 3 to 2 vote. Ms. Carey will investigate the zoning laws and report her findings to the requesting organization.
- 6. Topics for Future Agendas:** Ms. Shorthose mentioned someone emailed her and wanted to donate tennis balls to the department. Ms. Carey suggested the person contact Ms. Peirce. The next meeting will be held on June 13, 2011 and everyone is requested to bring their calendars to determine summer meeting dates.
- 7. Adjournment:** Mr. Retzky made a motion to adjourn the meeting at 10:14 PM. The motion was seconded by Mrs. Chaston, and the meeting adjourned at 10:14 PM.

Respectfully submitted,

Karen A. Peirce, CPRP
Assistant Director