

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

**MINUTES OF MEETING  
November 28, 2011**

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

**ABSENT:** Andrea L. Shorthose, Member

**GUESTS:** Bob Cohen, Resident  
Melissa Padeni, American Cancer Society, Relay for Life  
Kevin Roche, Relay for Life Volunteer  
Paul Stenberg, Rocket Lacrosse  
Carey Stenberg, 128 Lacrosse  
Sabatino Sodano, Needham Soccer Club  
John Hrones, Needham Track Club  
Michael Moore, Needham Boys Lacrosse  
Bill Gallagher, Needham Frisbee Club

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

1. **Minutes of Meeting of November 14, 2011:** Mr. Nadler made a motion to approve the minutes of the November 14, 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. Ms. Carey indicated she will be attending the Conservation Commission meeting on December 8<sup>th</sup> at 9:45PM to review the Walker Gordon renovation project. She also stated the backstop area is all that is left to finish on the Mills Field fencing replacement project.
3. **Assistant Director's Report:** Ms. Peirce participated in another outing in a series of scheduled walks with volunteer Sue Barber on November 17<sup>th</sup>. They walked a few trails at the Town Forest. The next walk will be to the High Rock located in the Town Forest. Friday November 18<sup>th</sup> the Trails Advisory Group met to make corrections and additions to the Trail Steward materials. The review of the materials will continue at the next meeting on December 16<sup>th</sup>. The Turkey Hunt held on November 19<sup>th</sup> was a huge success with over 120 children and parents attending. The 2012 Winter Spring Brochure is going through the final proofing

and will be headed to the printer soon. Registration will take place on December 14<sup>th</sup>. No bulk mailing will take place but those requesting will be mailed a brochure. The brochure will be distributed through email, notify me and located on the web page.

**4. Action Items:**

**A. Special Event Request: Relay for Life:** Ms. Padeni reviewed the layout of DeFazio Complex indicating areas proposed to be used for the Relay for Life event. Mr. Nadler made a motion to approve the Relay for Life event to take place at DeFazio Complex starting on Saturday, May 19<sup>th</sup> no earlier than 10:00AM ending no later than 10:00AM on Sunday, May 20<sup>th</sup> under the direction of the Park and Recreation Director as to specific details concerning lighting, tent placement, parking and amplification. The motion was seconded by Mr. Retzky. The Commissioners discussed having the event on May 19<sup>th</sup> and 20<sup>th</sup> it would displace the user groups for two consecutive weekends. The following weekend is the Needham Soccer Club Memorial Day Soccer Tournament. Mr. Jacob suggested offering the weekend of June 16<sup>th</sup> and 17<sup>th</sup> to alleviate the conflicts. Mr. Retzky made a motion to amend the date of the Relay for Life to be held on June 16 and 17, 2011. Mrs. Chaston seconded the motion and the motion to amend the original motion was approved. The amended motion to approve the American Cancer Society Relay for Life event on Saturday, June 16 and Sunday, June 17, 2011 starting no earlier than 10:00AM Saturday to set up and ending no later than 10:00 AM on Sunday under the direction of the Park and Recreation Director as to specific details concerning lighting, tent placement, parking and amplification was unanimously approved.

**B. Winter Program Fees:** Discussed later in the meeting.

**5. Discussion Items:**

**A. 7:30PM Public Input: Draft Field Scheduling Policies of Commission and Trustees of Memorial Park:** Mr. Nadler noted the changes being recommended for the field scheduling policies. Mr. Jacob indicated the growth of high school sports and tournaments required the changes. Youth groups will still be asked to be flexible with high school sports scheduling needs but the new policy clarifies how time and space will be allocated. Mr. Nadler noted the change in fees for clinics and camps, \$5 per day per person and an additional \$5 per person for non residents. The fees will help maintain and repair the fields. He also noted an appeal process is being recommended in the draft. Mr. Sodano from the Needham Soccer Club asked about subletting fields within the user groups. Ms. Carey indicated as long as she is aware of a switch in advance it is not a problem. She also noted spring and summer special event requests are due January 15, 2012 and regular permit requests are

due January 30, 2012. The goal is to have the draft policies approved and implemented for Spring 2012 use. Changes discussed at the meeting:

- 1) Define times for Level One- 6:00-9:00PM lit fields, 6:00PM – dusk unlit fields, 8:00AM start on weekends.
- 2) Last 2 bullets on page 7 cross out the word *less* and add the word *more*.
- 3) Sign Policy- Discussion regarding temporary signs and fees. The Commissioners will review the sign policy and discuss at a future meeting. The Park and Recreation Commissioners will vote on the Draft Field Scheduling Policies of Commission and Trustees of Memorial Park at the next Commission meeting.

**4. Action Items:**

**B. Winter Program Fees:** Mr. Nadler made a motion to approve the Winter Program fees as presented by the Director and Assistant Director. Mr. Retzky seconded the motion and the motion was approved. (Appendix A)

**5. Discussion Items:**

- B. Trash at Parks:** Mr. Jacob would like to convene a group of field users and Town representatives to talk about how to manage the problem of trash at parks.
- C. Rail Trail Feasibility:** A meeting is scheduled for November 29<sup>th</sup> at 3:00PM for representatives of Needham, Dover and Medfield to meet with representatives from the MBTA and the Bay Colony Railroad to learn the process for obtaining a lease for rail trail use.
- D. Dog Park Discussion:** Mr. Nadler spoke to a member of the Board of Selectmen to ask why Park and Recreation has been given the responsibility to lead the dog park project. The Selectman stated it was not required that Park and Recreation take the lead. Mr. Jacob is opened to having Park and Recreation oversee this committee as many of the issues related to a dog park are directly related to Park and Recreation. The Commission will need to decide if they want to lead a dog park committee or have a group form that then reports to the Commission. Ms. Carey will speak to the Superintendent of schools and ask him how a dog park would affect the Community Farm at the Nike site. Mr. Nadler suggested putting a dog park on the agenda as an action item for the next meeting.

- E. Greene's Field Playground Update:** Ms. Carey reported the Greene's Field Playground Committee is leaning towards a nature design with subtle colors, shaded areas, and picnic tables. Once the concepts are ready they will be presented to the Commission for review.
  - F. Trails Projects:** Discussed under Assistant Director Report.
  - G. Operating and Capital Budget Review:** Mr. Jacob and Ms. Carey met with the Town Manager Kate Fitzpatrick, Assistant town Managers Dave Davison and Chris Coleman, to review Park and Recreation Operating and Capital budgets. During the meeting they recognized the priority for finding programming space. Ms. Carey shared Department Spending Request Status Report for the General Fund Memo and Capital Funding Preliminary Recommendations from Town Manager, Kate Fitzpatrick.
- 6. Topics for Future Agendas:**  
DeFazio Storage Unit Update  
List of Park and Recreation appointees to other Town committees  
Rosemary Pool  
January Field Summit
- 7. Adjournment of Meeting:** Mr. Nadler made a motion to adjourn the meeting at 9:23PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 9:23PM.

Respectfully submitted,

Karen A. Peirce, CPRP  
Assistant Director

<b>APPENDIX A Winter/Spring Programs</b>	<b>2011</b>	<b>Recommended for 2012</b>	<b>Program Description</b>	<b>Number of Classes</b>	<b>General Fund Deposit</b>	<b>Approved for 2012</b>
Cross Country Ski Lessons	\$90	\$100	Intro to X-country ski techniques, skills, games and fun. A variety of flat and hilly terrain to experience.	5	\$5.00	\$100
Senior Golf	\$188/registration & green's fees for 8 rounds. \$21additional rounds	SAME	Needham residents only league for players age 50 and up	12	\$5.00	\$188/registration & green's fees for 8 rounds. \$21additional rounds
<b>February Vacation Programs</b>	<b>2011</b>	<b>Recommended for 2012</b>	<b>Program Description</b>	<b>Number of Classes</b>	<b>General Fund Deposit</b>	<b>Approved for 2012</b>
Basketball Clinic	\$75	SAME	Sportsmanship, teamwork & skill development.	3 day session 1/2 day	\$5.00	\$75
Thundercats Sports Jam	\$120 1/2 day \$155/ full day	SAME	Creative, fun, non-competitive unique games & tournament play	3 day session 1/2 day or full day	\$5.00	\$120 1/2 day \$155/ full day
Winter Vacation Carnival	\$25	\$25 one day \$50 two days	Arts & crafts & games, with a wintery theme	1 day 1/2 day	\$0.00	\$25 one day \$50 two days
Be-Bop Hop	New this year	\$15	Movement and creativity through dance and music for 3, 4, 5, 6 year olds	1/2 hour class	N/A	\$15
Cross Country Ski Lessons	\$60	\$65	Intro to X-country ski techniques, skills, games and fun.	3	\$5.00	\$65
<b>Tennis Badges</b>	<b>2011</b>	<b>Recommended for 2012</b>	<b>Program Description</b>	<b>Number of Classes</b>	<b>General Fund Deposit</b>	<b>Approved for 2012</b>
Tennis Badges Needham Individual	\$30.00	SAME	Required for all public court use	Season Mar - Oct	N/A	\$30.00
Tennis Badges Needham Family	\$45.00	SAME	Required for all public court use	Season Mar - Oct	N/A	\$45.00
Tennis Badges Needham Senior	\$15.00	SAME	Required for all public court use	Season Mar - Oct	N/A	\$15.00
Tennis Badges <b>Non-Resident</b> Individual	\$60.00	\$60.00	Required for all public court use. 50 available each "season" for non resident, Needham business employees	Season Mar - Oct	N/A	\$60.00
<i>FYI- Newman Courts will be off limits until Fall 2012 due to school construction</i>						

