

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

**MINUTES OF MEETING
March 26, 2012**

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
Dave DiCicco, Memorial Park Trustee
Matthew Toolan, Resident
Ed Olsen, Parks and Forestry Superintendent

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

1. **Minutes of Meeting of February 27, 2012:** Mr. Nadler made a motion to approve the minutes of the February 27, 2012 meeting. The motion was seconded by Mr. Retzky and the motion was approved.
2. **Director's Report:** Ms. Carey and Mr. Retzky went to the PPBC meeting to review the Cricket Feasibility Study. The concept of a new prefab building as an alternative to renovating the existing Cricket building was discussed. There was discussion regarding the lengthy procurement process for town purchases. Ms. Carey noted the new bicycle racks will be installed this week at various parks and schools in Town.
3. **Assistant Director's Report:** Report submitted in writing prior to the meeting and attached to the Minutes.
4. **Discussion Items:**
 - A. **DeFazio Projects:** Ms. Carey reported there are a few sink holes that will be filled this week. The DPW is sodding the goal mouths on the major natural grass multi-purposed fields, including Conroy Field. Conroy also required extra work to repair damage from the High School Ultimate Frisbee Team using the field without permission in March. She also announced the Needham Soccer Club has chosen to postpone their initial use of natural grass fields until April 9th to let the fields have an extra week to grow. Mr. Retzky reported one of the track lights is out and needs

to be replaced. Ms. Carey reported the parking lot bid documents are being finalized.

- B. Greene's Field Playground Update:** The Greene's Field Playground Committee completed the study phase of the project and a separate fundraising committee is being created to raise between \$150,000-\$175,000 for playground equipment. Ms. Carey will prepare a concept report for the Board of Selectmen. The fundraising group will need to apply to the Board of Selectmen for a license in order to begin the fundraising process.
- C. Webster Street Renovation:** Ms. Carey reported Webster Street will be renovated from West Street to Highland Avenue. DPW is suggesting widening the street near Avery Field to create more parking. The neighbors are very supportive and the project should move forward within the next year.
- D. Field Scheduling Update:** The spring field scheduling is almost completed. Groups will have the final schedule by the end of the week. The Soccer Club will not begin their season until April 9th. Ms. Carey will notify all the other groups regarding the Soccer Clubs decision and ask them to stay off the fields permitted to the Soccer Club. Mrs. Chaston reported there was parking on Central Avenue across from Claxton Field during the annual Cub Scout rocket event. Ms. Carey will speak to the group, but assumed there was a problem due to some of the parking area being used by politicians holding signs on that day. Groups are told to use the Town Forest parking lot for overflow parking.
- E. Ridge Hill Working Group:** Ms. Carey and Mr. Jacob have attended a few working group meetings to discuss the future use of the Ridge Hill parcel. The group is recommending the property be used primarily by Town departments for educational and recreational purposes.
- F. Community Center Concept:** Recently a round table discussion was held with a variety of community groups and members of the Community Center Committee. Another meeting is scheduled for March 30 to review information on current resources available in Needham. Ms. Carey discussed the idea of a Community Center Campus that would include the library, Memorial Park, Rosemary Pool and the new Senior Center. The Community Center Committee is continuing to clarify its mission.
- G. Rosemary Pool:** Ms. Carey is working with Town Manager Kate Fitzpatrick reviewing the feasibility study, but there is not a draft scope ready for the Commission's review. Rosemary Pool will remain on the agenda.

- H. Trails Projects:** Report submitted in writing prior to the meeting and is attached to the Minutes. Mr. Nadler suggested a community service project to create a documentary about the trails program, possibly enlisting the help of Needham Cable Television.
 - I. Walker-Gordon Project Update: Parks and Forestry Superintendent** Ed Olsen stated that the consultant, BETA, sent back the specifications that needed to be revised and hopefully it will be ready to be approved by Louise Miller before she leaves her position with the Town on March 30th.
 - J. Town-wide Survey:** Ms. Carey noted that every 2 years a survey is sent to a designated sampling of Needham households. The Town Manager asked if Park and Recreation would like to have a question regarding Rosemary Pool on the next survey. The Commissioners would like to have a question on the survey and will come to the next Commission meeting with one or two questions to review for the survey.
- 5. Action Items:**
- A. DeFazio Equipment Storage Location:** Parks and Forestry Superintendent Ed Olsen reported the proposed prefab storage building would be 12W' x 20L' x 12'H built with similar stone that is on the Carleton Pavilion next to the electrical building. The Commissioners recommend that the interior of the building have lights. The storage building estimated cost is \$50,000 - \$60,000. Mr. Nadler made a motion to approve a 12'W x 20'L x 12'H storage building at DeFazio Field, located parallel to the parking lot near the entrance between Asa Small diamond and the Pavilion. Mrs. Chaston seconded the motion and the motion was approved.
 - B. Citizen Petition on Town Meeting Warrant:** Mr. Nadler made a motion that the Park and Recreation Commission not recommend Town Meeting passage of the Citizens' Petition "Pesticide free zone on land owned or managed by the Town of Needham." Mr. Retzky seconded the motion. Mr. Olsen noted that when certified users of chemicals are trained to use them properly to protect people and the environment. There are more concerns when untrained users utilize chemicals. The Town Integrated Pest Management Policy states applying pesticides is the last course of action. The last time Parks and Forestry used a pesticide on a field was in 2007 and it was applied by a contracted professional company. Mr. Jacob called for a vote on the motion, and it was unanimously approved.
 - C. Women's Club Request: Sign:** A request was made by the Needham Women's club to place a banner at Greene's field to advertise a Garden Tour. The event would benefit the new Greene's Field Playground. Mrs. Chaston and Mr. Nadler recused themselves from the discussion. Ms. Carey reminded the Commission that the general policy is that advertising

signs are not permitted at parks, but that non-profit groups were given permission to hang signs on the chain link fence at Claxton Field, facing the RTS. Mr. Retzky made a motion to deny the request of the Needham Women's Club to place a sign at Greene's Field advertising the upcoming Garden Tour. Ms. Shorthose seconded the motion and it was approved.

- D. NHS Athletic Director Request: Cricket Portable Toilet:** Ms. Carey reported the High School Athletic Director is requesting to have a portable toilet located at Cricket Field in the same location as last year, on Stacey Way adjacent to the building, until the plumbing is turned on in the Cricket Building. Mr. Retzky made a motion to approve the request from the NHS Athletic Director to place a temporary portable toilet at Cricket Field, adjacent to the building. Mrs. Chaston seconded the motion and the motion was approved.
- E. Special Event Request: Cub Scout Pack 7:** Mr. Nadler made a motion to approve the Special Event Request from Cub Scout Pack 7 to use the Town Forest parking lot for their overnight Camp Out at the Boy Scout's Camp Nehoiden on May 11-12 or rain date May 25-26, 2012. Mr. Retzky seconded the motion and the motion was approved.
- F. Special Event Request: Fastpitch:** Mr. Retzky made a motion to approve the requests from Needham Fastpitch for multiple softball games on Sunday afternoons with non-resident teams, with the understanding that a representative of Needham Fastpitch be on site throughout the games. Mrs. Chaston seconded the motion and the motion was approved.
- G. Special Event Request: Parent Talk:** Mr. Nadler made a motion to approve the Special Event request from Parent Talk to host Barn Babies at the DeFazio tot lot on April 22, 2012 from 9:00AM-2:00PM. Mr. Retzky seconded the motion and the motion was approved.
- H. Special Event Request: Friends of Needham Music:** Mr. Nadler made a motion to approve the Special Event request made by the Friends of Needham Music to host a Sunset BBQ at the field next to the High School tennis courts on June 13, 2012 from 3:00-8:00PM with approval from the Needham Soccer Club who currently hold the permit for that time. Mr. Retzky seconded the motion and the motion was approved. Mr. Nadler asked that the department insure they have an insurance certificate on file.
- I. Summer 2012 Fees:** Mr. Nadler made a motion to approve the 2012 Summer Program Fees, as recommended by the Director and Assistant Director and seen under Appendix A; and that the Summer 2012 pool fees be set at the same rates as Summer 2011, and as seen in Appendix A.. Ms. Shorthose seconded the motion and the motion was approved.

6. Topics for future Agendas:

- 128 Lacrosse & Rocket Lacrosse 501c3 documentation. If documentation is submitted they need to attend a meeting to review their special event request.

7. Adjournment: Mr. Retzky made a motion to adjourn the meeting at 9:50PM. Mr. Nadler seconded the motion and the motion was approved.

Respectfully submitted,

Karen A. Peirce, CPRP
Assistant Director

APPENDIX A

GENERAL FUND Rosemary Pool	Approved Fees for 2011	Recommended Fees for 2012	Number of Classes		Approved Fees for 2012
RESIDENT SEASON BADGES					
Early Bird Individual	\$85.00				\$85.00
Early Bird Family	\$175.00				\$175.00
Early Bird Senior	\$45.00				\$45.00
Individual	\$105.00				\$105.00
Family	\$210.00				\$210.00
Senior	\$55.00				\$55.00
NON-RESIDENT SEASON BADGES					
Individual	\$155.00				\$155.00
Family	\$305.00				\$305.00
Senior	\$80.00				\$80.00
RESIDENT DAILY PASSES					
Daily	\$6.00				\$6.00
Daily after 6PM	\$3.00				\$3.00
Senior Daily	\$3.00				\$3.00
Senior Daily after 6PM	\$1.50				\$1.50
Guest Pass Booklet	\$50.00				\$50.00
NON-RESIDENT DAILY PASSES					
Daily	\$8.00				\$8.00
Daily after 6PM	\$3.00				\$3.00
Senior Daily	\$4.00				\$4.00
Senior Daily after 6PM	\$1.50				\$1.50
Guest Pass Booklet	\$70.00				\$70.00
SWIMMING LESSON SESSIONS					
w/ Season Pool Badge	\$30.00		10 classes		\$30.00
w/o Season Pool Badge	\$60.00		10 classes		\$60.00
ADAPTIVE AQUATICS					
w/ Season Pool Badge	\$30.00		10 classes		\$30.00
w/o Season Pool Badge	\$60.00		10 classes		\$60.00
INDIVIDUAL SWIMMING LESSONS					
w/ Season Pool Badge	Not offered in 2011	\$20.00	1 class		\$20.00
w/o Season Pool Badge	Not offered in 2011	\$25.00	1 class		\$25.00

GENERAL FUND Summer Programs	Approved Fees for 2011	Recommended Fees for 2012	Number of Classes		Approved Fees for 2012
Mini-Evergreen	\$85.00	\$85.00	1 week		\$85.00
Cricketeer Adventure					
Half Day	\$80.00	\$80.00	1 week		\$80.00
Full Day	\$135.00	\$135.00	1 week		\$135.00
Summer Playground					
Resident Individual Season Pass	\$170.00	\$170.00	8 weeks		\$170.00
Resident Family Season Passes	\$400.00	\$400.00	8 weeks		\$400.00
Resident 5-Day Pass	\$85.00	\$85.00	1 week		\$85.00
NON-Resident Individual Season Pass	\$245.00	\$245.00	8 weeks		\$245.00
NON-Resident Family Season Passes	\$600.00	\$600.00	8 weeks		\$600.00
Non-Resident 5-Day Pass	\$110.00	\$110.00	1 week		\$110.00
Sports Specialties	\$135.00	\$135.00	1 week		\$135.00
Outdoor Living Adventure					
Half Day	\$80.00	\$80.00	1 week		\$80.00
Full Day	\$135.00	\$135.00	1 week		\$135.00
Program Volunteer	\$35.00	\$35.00	15 hours minimum		\$35.00
Rosemary Pool Instructor Aide					
w/ Season Pool Badge	\$0.00	\$0.00	15 hours minimum		\$0.00
w/o Season Pool Badge	\$35.00	\$35.00	15 hours minimum		\$35.00
REVOLVING FUND Youth, Adult & Senior Programs	Summer Fee 2011 Total including \$ for general fund	Recommended Fee 2012	Number of Classes	General Fund	Approved Fees for 2012
KidzArt	\$85.00	\$85.00	1 week	\$5.00	\$85.00
Kids Night Out	\$16.00	\$16.00	1 night	N/A	\$16.00
Kids Off Broadway	\$260/ two weeks	\$130.00	1 week	\$5.00	\$130.00
Archery	\$100.00	\$100.00	1 week	\$5.00	\$100.00
Youth Canoe and Kayak Camp	\$220.00	\$220.00	1 week	\$5.00	\$220.00
Event-Full! Programs	\$50.00	\$50.00	1 class	\$5.00	\$50.00
Lifeguard Training					
w/ Season Pool Badge	\$200.00	\$200.00	8 classes	\$5.00	\$200.00
w/o Season Pool Badge	\$240.00	\$240.00	8 classes	\$5.00	\$240.00
Youth & Adult Volleyball	\$20.00	\$20.00	5 classes	\$5.00	\$20.00
Quickstart Tennis Lessons	\$60.00	\$60.00	1 week	\$5.00	\$60.00
Needham Tennis Academy					
Half Day (9am-1pm)	\$160.00	\$160.00	1 week	\$5.00	\$160.00
Full Day (9am-4pm)	\$240.00	\$240.00	1 week	\$5.00	\$240.00

Totally Tennis	\$120.00	\$120.00	4 days	\$5.00	\$120.00
Adult Tennis Lesson	\$75.00	\$75.00	5 classes	\$5.00	\$75.00
Adult Tennis League					
w/ Tennis Pass	\$55.00	\$55.00	10 weeks	\$5.00	\$55.00
w/o Tennis Pass	\$85.00	\$85.00	10 weeks	\$5.00	\$85.00
SUB w/ Tennis Pass	\$15.00	\$15.00	N/A	N/A	\$15.00
SUB w/o Tennis Pass	\$25.00	\$25.00	N/A	N/A	\$25.00
Junior Golf Lessons	\$100.00	\$100.00	5 classes	\$5.00	\$100.00
Adult Golf Lessons	\$110.00	\$110.00	5 classes	\$5.00	\$110.00
Senior Exercise	\$25.00	\$25.00	9 classes	\$5.00	\$25.00
Senior Golf					
Registration <i>(Includes Greens Fees for 8 Rounds)</i>	\$188.00	\$188.00	11 weeks	\$5.00	\$188.00
Each Additional Round <i>(past 8)</i>	\$21.00	\$21.00	3 max	\$5.00	\$21.00

Assistant Director Notes- Commission Meeting March 26, 2012

PROGRAM NOTES

- Working on 3 walks for Public Health Week April 1- 7th.
One walk in Needham Heights with Avery Crossings, Tuesday April 3rd, and 2 other walks Mills Field neighborhood and High Rock Neighborhood.
They are also having a Health Fair on Wed. April 4th from noon to 3:00PM.
- Attended the Farm Advisory council Meeting and they would like to do some collaborative programming with Park and Recreation.
- Working on Rosemary Pool Brochure and swimming lesson information. Rosemary Pool Passes go on sale April 2, pool fees and summer program fees will be presented at the next meeting.
- Nicole and I are working on the pool and program volunteer materials. Volunteer information will be available to distribute April 2.
- Nicole and I went to the MRPA conference last Wed and Thursday. Attended 9 sessions ranging from crossing the financial tightrope, liability, social networking and social media, and two sessions on lifeguard performance, audits, new Red Cross info and the new aquatic branch of MRPA.
- The Community Council is donating a freezer to the pool. My plan is to sell ice cream at the pool to make money to purchase some shade structures/ umbrellas and other amenities.
- Attended another meeting with the Pollard School mentor Group. Currently working on a mission statement and a name for the group.
- Met with the President of the Community Farm Debbie Schmill, the new Community Farm Farmer, Heather Borkowski and Nicole to talk about partnering to offer some programs this summer and fall at the Community Farm. Nicole is going to work with Heather to create weekly activities that the Outdoor Living Program can participate in. I will work with her to provide some nature based offering for the fall.
- Purchased all the Fishing Derby Prizes.
- Working on the sneak peak flyer to inform residents about the summer programs being offered.
- Nicole and I are almost finished with summer staff interviews. Hopefully will be making decisions the beginning of April.
- Spent March 22nd & 23rd in Revere at CPO Training. (Certified Pool Operator) This certification is required every 5 years.

Assistant Director Notes- Commission Meeting March 26, 2012

TRAIL NOTES

- Temple Beth Shalom Tikkun Olam Day – Sunday April 1 2:00-4:00 we will be clearing the Beard and North Trails.
- 6 trail Stewards have been interviewed and will attend the March 24th training.
- Attended the Conservation Commission meeting 3/8 to support Ryan Colarusso's Eagle Scout Project to clear the Charles River Trail at Ridge Hill. It was approved.
- Getting estimates for trail signage. Hopefully will have available for the Trails Day, April 28th.
- Last Eco Explorers meeting we dissected owl pellets.
- Trails Advisory group meeting was held on 3/5 to plan for the trail steward training, trail maps more ways to market the Trail Steward program.
- Met with Danielle Landry, Animal Control officer to talk about dogs at parks and on trails.
- Haddad Middle school had to cancel Reservoir clean up last Fri due to many student who were ill.
- Patty and I attended the March 13th Board of Selectmen's meeting to discuss the new Trails Steward Program. From that appearance I had 6 inquiries about becoming a Trail Steward Program.
- The first Trail Steward Training session will be held on Saturday, March 24th. 10 Trail Stewards have been interviewed and are registered to attend. In addition to reviewing the duties and responsibilities of a Trail Steward the group will be doing some trail work on the Reservoir Trail.
- March 16th attended the Hillside School Green Team meeting in the morning before school started. There were 15 students and they were all interested in the clean ups we have scheduled in April. I shared the large Town map showing all the trails. They were a great group of kids who are working to try and educate the Hillside School students and teachers about reducing their carbon footprint, recycling and taking care of our natural resources. I talked to them about the pilot recycling program at DeFazio and how they can help by encouraging their teammates to clean up after themselves at different sporting events.