

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

**Minutes of Meeting  
January 14, 2013**

**PRESENT:** Michael J. Retzky, Chairman  
Cynthia J. Chaston, Vice Chairman  
Thomas M. Jacob, Member  
David C. DiCicco, Member  
Andrea L. Shorthose, Member  
Patricia M. Carey, Director  
Karen A. Peirce, Assistant Director

**GUESTS:** Bob Cohen, Resident  
Carey Stenberg, 128 Lacrosse/Rocket Lacrosse

The meeting convened at 7:02 PM in the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meeting of December 17, 2012:** Mr. Jacob noted a typo on page 3, section F. Trail Projects, first sentence, AP should be spelled APP. Mrs. Chaston made a motion to approve the amended Minutes of the December 17, 2012 meeting. Mr. Jacob seconded the motion and the amended minutes were approved unanimously.
2. **Director's Report:** Submitted in writing prior to the meeting. Mrs. Chaston asked about the tree work taking place at Walker Gordon. Ms. Carey indicated it is part of the Walker Gordon renovation project.
3. **Assistant Director's Report:** Ms. Peirce reported she recently had meetings at the Senior Center and at the High School to work out a few misunderstandings with the Senior Billiards Program and the Senior Walking Club regarding scheduling and space issues. The meetings proved successful and the programs are running smoothly. Ms. Peirce is looking for a substitute Senior Exercise instructor to cover a medical leave of absence. The Nashoba Valley Ski and Snowboard program has had 2 trips and the program is running very well. Recreation Supervisor Nicole DiCicco began the Winter Session of Itsy Bitsy Arts with 8 children enrolled. Adult Beginner Tennis and Ballet were cancelled due to low enrollment. Ms. Peirce and Recreation Supervisor Nicole DiCicco will be attending the Parent Talk Camp Fair on Thursday, January 31, 2013 to promote Summer Programs, Rosemary Pool and Arts in the Parks and Children's Theatre. Interviews have started for summer positions. Recently Jacob Cotton was promoted to Head Supervisor of Rosemary Pool and Julia Chisholm will return as Assistant Supervisor of Instructors.
4. **Discussion Items:**
  - A. **FY 14 Operating and Capital Budgets:** Ms. Carey reported that the Finance Committee questioned the overtime hours for playground maintenance and they recommended a \$10 increase in field maintenance fees collected. Ms. Carey would like the Park and Recreation Commission to discuss an increase in fees with the Memorial Park Trustees and make a decision by July 2013 to be implemented in the spring of 2014.

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Mr. Jacob suggested discussing this topic at the Field Summit following tonight's meeting.

**B. Rosemary Pool:** Ms. Carey announced the Rosemary Pool Feasibility Study RFQ will be available January 16, 2012.

**C. Community Preservation Projects and Proposals:** The Community Preservation Committee has looked at the Park and Recreation submitted projects and they have been deemed eligible for CPC funding. Ms. Carey met with CPC liaison Gary Crossen regarding the Newman Field Renovation Project, CPC liaison Reginald Foster regarding the Walker Gordon Field Project and CPC liaison Lita Young regarding Rail Trails and Trail Projects.

**D. Proposed Rail Trail:** Ms. Carey reported that the draft report from the Metropolitan Planning Organization has been received. Representatives from Needham, Medfield and Dover are meeting on January 15, 2013. Tom Connors from the Needham Rail Trail Greenway is tentatively scheduled to meet with the Needham Planning Board on January 22, 2013.

**E. Greene's Field:** Ms. Carey is working with the Engineering Department and M.E. O'Brien and Sons on the Greene's Field renovations and playground design details. She announced \$50,000 has been donated to help fund the playground from the Kyle Shapiro Foundation. Other donations have been received from Needham Baseball and Softball, ParentTalk, The Needham Women's Club and Needham Bank.

**F. Trail Projects:** Ms. Peirce walked the Ridge Hill Loop with Conservation Commission Director Patty Barry and IT Department Staff Ben Anderson to track the trail on the GIS recorder and to also document trail clearing done by a Trail Steward. Ms. Peirce is meeting with the High School Environmental Club on January 24<sup>th</sup> to see how they can help with the spring clean up day. The updated draft of the motorized mobility devices on trails will be discussed at the next Trails Advisory Group meeting on January 30<sup>th</sup>. She is also working with Parks and Forestry Superintendent Ed Olsen to create a reporting system when trail work is completed by the Parks and Forestry staff. Two Trails at Ridge Hill still need signage. Ms. Peirce has scheduled 3 Owl Prowls to be held in February, March and April.

**G. Spring Summer Field Scheduling:** Ms. Carey noted that prior to the Field of Dreams project 45,000 hours were scheduled on the fields. Since the Field of Dreams project, 57,000 hours have been scheduled on the fields. Many sports have increased playing to 3 seasons. Multipurpose fields are being used many more hours. Mr. DiCicco asked Ms. Carey if the department kept records of the days the fields are closed due to bad weather. Ms. Carey responded that the department does record the days the fields are closed. Ms. Carey shared the Needham High School report highlighting future plans which includes adding some new sports offerings that require field space.

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**5. Action Items**

- A. Appointment: Downtown Streetscape Working Group:** Ms. Carey asked for a volunteer to be appointed to the Downtown Streetscapes Working Group. Mr. Jacob volunteered. Mrs. Chaston made a motion to appoint Mr. Jacob as the Park and Recreation Representative to the Downtown Streetscape Working Group. The motion was seconded by Mr. DiCicco and the motion was approved unanimously.
- B. Special Event Request: Msgr. Haddad Middle School:** Mrs. Chaston made a motion to approve the Msgr. Haddad Middle School Field Day- Battle of Gettysburg Student Reenactment request to use Greene's Field on May 23, 2013 with a rain date of May 24<sup>th</sup> from 8:30AM-12:00PM. The motion was seconded by Mr. DiCicco and the motion was approved unanimously.
- C. Special Event Request: Bay State Football:** Mr. DiCicco made a motion to approve the special event request for the Bay State Instructional Football Clinic to be held at DeFazio Field on August 15 and 16 from 5:00-9:00PM and August 17 from 8:00AM – 2:00PM. Mr. Jacob seconded the motion and the motion was approved unanimously. Ms. Carey will send a letter indicating the exact areas that can be used to alleviate any field damage.
- D. Special Event Request: Soccer Club Tournament and Clinic:** Mr. Jacob made a motion to approve the request from Needham Soccer Club to host a Soccer Clinic on Monday, August 5 - Thursday, August 8 from 8:00AM to 7:00PM and Sunday, August 11-Wednesday, August 14 from 8:00AM to 12:00PM. Mrs. Chaston seconded the motion and the motion was approved. Mrs. Chaston made a motion to approve the Needham Soccer Club Memorial Day Tournament. Mr. Jacob seconded the motion. Ms. Carey reminded the Commissioners of the field damage on McLeod and Warner and would like to insure that those fields are monitored during the tournament. Mrs. Chaston withdrew the motion. It was decided that the Soccer Club should be invited to a future meeting to discuss the event details before a vote is taken. Ms. Carey will invite a representative from the Needham Soccer Club to attend the next meeting.
- E. Special Event Request: Track Club Meets and Great Bear Run:** Mr. Jacob made a motion to approve the Great Bear Run to be held at Pollard Field on Sunday, May 5, 2013 from 12:00PM – 1:15PM. Mrs. Chaston seconded the motion and the motion was approved unanimously. Mr. Jacob made a motion to approve the request from the Needham Track Club to host the Needham Youth Classic event at DeFazio Field using the track, Conroy and Founders Fields on Friday, July 12, 2013 from 2:00-8:30PM and Saturday, July 13, from 7:00AM – 6:00PM. Mrs. Chaston seconded the motion and the motion was approved unanimously. Mr. Jacob made a motion to approve the request from the Needham Track Club to host the Needham All-Star Meet at DeFazio Field track, Conroy and Founders Fields on Wednesday, July 24, 2013 from 2:30PM-8:30PM with a rain date of Thursday, July 25, 2013. Mrs. Chaston seconded the motion and the motion was approved unanimously.

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- F. Special Event Request: High Rock/Pollard PTC:** Mrs. Chaston made a motion to approve the request from the High Rock/Pollard PTC to host a Miracle for Miles Walk/Jogathon at DeFazio Field track on March 23, 2013 with a rain date of March 30, 2013 from 11:00AM-12:30PM. Mr. Jacob seconded the motion and the motion was approved unanimously.
- G. Hillside/Mitchell Pre-Feasibility Study (Cricket):** Ms. Carey noted that the Staff Design Review Team is meeting tomorrow to discuss a proposal to build a school at the DeFazio parking lot. No other information to report.
- 6. Topics for Future Agendas:** Needham Memorial Day Soccer Tournament  
User Fees/Field Fees
- 7. Adjournment:** Mr. Jacob made a motion to adjourn the meeting at 7:30PM. The motion was seconded by Mrs. Chaston and approved unanimously.

Respectfully submitted,

Karen A. Peirce, CPRP  
Assistant Director