

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

**Minutes of Meeting
July 28, 2014**

PRESENT: Cynthia J. Chaston, Chairman
David C. DiCicco, Vice-Chairman
Thomas M. Jacob, Member
Michael J. Retzky, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director

GUESTS: Janet Jankowiak, YMCA Board Member
Connie Kaufman, YMCA Board Member
Charles Nelson, YMCA Board Member
Katy Dirks, Community Center of Needham
Jo-Anne Ochalla, Community Center of Needham

Mrs. Chaston called the meeting to order at 7:05 PM in the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meeting – July 14, 2014:** Mr. Jacob made a motion to accept the minutes of the July 14, 2014 meeting and it was seconded by Mr. Toolan and passed unanimously.
2. **Director’s Report** – No additional comments were presented.
3. **Program Report** – Ms. Carey reported that the sixth of eight weeks of summer programs began, today, with a successful season, to date. She noted that Sports Specialties went to the Boston Garden for a tour last week, and the tour guide complimented the group for their great questions and behavior. The Pool season continues to go well. Last week’s Friday Fun Night was Bingo Night, and with some help from the Recreation Supervisor and Summer Recreation Supervisor, the Pool staff put together some great activities in and out of the water. Work is well underway on the Fall Brochure.
4. **Discussion Items**
 - A. **Naming Policy – Review for Potential Requests:** Mrs. Chaston noted that there were two informal inquiries regarding naming, but neither has been submitted in writing for formal review. She asked the Commission to review their policy so they understood the process if either request came forward. The first request is to name a portion of Rosemary Lake and the second request is to name the canoe launch area at South Street and Dedham Avenue. Mrs. Chaston has reached out to the proponent for the area on Rosemary Lake but has not heard back from him, yet.
 - B. **Council on Aging – Joint Appointment:** A member of the Council on Aging represents

the Park and Recreation Commission on the council. The appointment is made with the Board of Selectmen. Long-time representative Andrea Rae is moving out of state so can no longer serve. Mrs. Chaston will work with Selectmen Vice Chair Moe Handel on the interviews. Mr. Jacob recommended that the representative provide updates to the Commission on a regular basis.

- C. Town-Wide Facilities Study:** Ms. Carey reported that the architects have met with representatives of the Trustees of Memorial Park. They will provide some options for rebuilding the building so that it has appropriate spaces for park related functions and additional space for meetings. As an example, the rebuilt lower level could have a formal storage area for the park; a large room that could be used for Trustee meetings, events related to ceremonies at the memorials, a visiting team area, or meetings or events related to youth sports; a concession area and restrooms that are more vandal resistant than the current ones. The upper floor, reached by elevator, could have space for teens.
- D. School Feasibility Study:** The MSBA is scheduled to discuss and vote on the School Committee's application for Hillside at their July 31st meeting.
- E. Fall Field Scheduling:** Ms. Carey shared the Athletic Director's schedule for the fields. Most groups have now submitted their information and she is working on putting the schedule together.
- F. Harold J. A. Street, III Trust:** No new information available.
- G. Trail Projects:** Ms. Carey reported that Town staff has met to work on the process for applying for a license to use the Sudbury Aqueduct for a formal trail. She is putting together some walks with Trail Stewards for the Take a Hike Program in the fall, and is hoping to find someone to coordinate the trail and park clean-up day similar to those held in recent fall seasons. She will work with Engineering on locating the correct easement for the Rosemary Trail sign that was removed from the Pennsylvania Avenue location by the abutter.
- H. Rosemary Pool Project:** The Board of Selectmen had a goal setting session last week and have placed the financing plan for the pool as a priority project. Mr. Retzky asked if the Selectmen were aware that the project needed to go to Town Meeting in the fall at the earliest or in May at the latest. Ms. Carey also shared an e-mail to the Commission from a Needham resident who suggested that the Exchange Club be asked to cancel the fireworks and divert funds raised to the pool project, to bring it forward quickly. The Commission will consider fund raising ideas in the future, but also do not want to ask groups to divert fundraising efforts that go towards many projects in Town, but to find ways to raise funds simultaneously.
- I. Newman/Eastman Conservation Project:** Weston & Sampson has met with the Assistant Principal of the Newman School and the Athletic Director to insure that design concepts are

appropriate for the school uses. They met with the Conservation Commission last week to get guidance on what aspects of design would be acceptable to the Conservation Commission. In mid-August, a day time meeting is scheduled with the School Committee to review the design concepts, and Ms. Carey will notify the Commission in the event any are able to attend. The next meeting to schedule will be with user groups.

5. Action Items

- A. Set Fall Program Fees:** The Commission reviewed the information provided on the fall programs. The report and recommendations can be seen in Appendix A. Mr. Toolan asked if raising some adult program fees might cause a lower registration, but Ms. Carey did not feel the additional \$5 was significant enough to cause a change in registration numbers. The additional fee has been added as there are extra days added to the program, so will insure covering the cost of staff. Mrs. Chaston asked about space at the Center at the Heights. Ms. Carey noted that the Monday senior exercise and yoga programs were not given space at the Center, and are remaining for one final year at the Library. The new Assistant Director will work on that issue, and Mrs. Chaston noted that the Council on Aging representative for the Commission could also speak on the department's behalf. Mr. Retzky made a motion to adopt the fees for the 2014 Fall and 2014 Fall/Winter/Spring programs, as recommended by the Director. The motion was seconded by Mr. DiCicco and approved unanimously.
- B. Special Event Requests – Needham Baseball and Softball:** The Commission discussed the waiver request submitted to Ms. Carey by Needham Baseball and Softball asking to have practice sessions in August for the fall season. The Commission asked Ms. Carey to make sure that Parks and Forestry maintenance schedule is not interfered with by this request, and that NB&S not expect any additional maintenance during these weeks. Mr. Jacob made a motion to approve the request of Needham Baseball and Softball to hold try-outs at Mills Field on September 20, 21, 27, 28 and October 4, 5 from 9 AM – 5 PM. The motion was seconded by Mr. Toolan and approved unanimously. The Commission reviewed a second request for a Columbus Day Tournament on Monday, October 13 at DeFazio Warner, McLeod and Small diamonds. The Commission had numerous questions, and asked that Needham Baseball and Softball attend an upcoming meeting to review the tournament request. Questions included: who is participating, what age groups, how many games will be played, and what type of additional maintenance would be requested from DPW Parks and Forestry? Mr. DiCicco also suggested the Commission consider this event as one that would have a fee. Ms. Carey will invite representatives to attend the next Commission meeting.
- C. Special Event Request: Charles River YMCA:** The Commission had reviewed this request at the prior meeting, but asked the YMCA to either reduce the amount of activity if the event was at Greene's Field or move to a different site. The YMCA chose to move the event to the outdoor areas at Newman, despite not being able to showcase their indoor

location. Mr. Retzky made a motion to approve the request of the Charles River YMCA to host the YMCA Fun Day at the Newman School Fields on August 23, 2014 from 8:30 AM – 4:00 PM. The motion was seconded by Mr. Jacob and was approved unanimously.

D. Request – North Hill Parking: Ms. Carey and North Hill Executive Director David Maw have not been able to connect to get answers to questions. She recommended that the Commission just set the time frame they are comfortable with, and require North Hill to make a new request if construction extends beyond that time. Mr. Jacob made a motion to approve the request of North Hill to have temporary use of the Dwight Field parking lot for staff use from 8 AM – 4 PM weekdays through December 31, 2014. The motion was seconded by Mr. DiCicco. Ms. Carey was asked to insure that North Hill is keeping the parking lot cleaned during its use. The motion was approved unanimously.

- 6. Topics for Future Agendas:** Mrs. Chaston asked if the search for the Assistant Director had begun. Ms. Carey said that the Human Resources Director was working with her on an update and revision of the position job description that would need Personnel Board approval and then the job would be posted in mid-August. As the Commission will be hosting a thank you party for the summer staff after their next meeting, they will start the meeting at 6:30 PM on Monday, August 11 and finish the meeting by 8 PM.
- 7. Adjournment of Meeting:** Mr. Jacob made a motion to adjourn the meeting at 8:20 PM and it was seconded by Mr. Toolan. The meeting adjourned at 8:20 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director