

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

**Minutes of Meeting
October 6, 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
Katy Dirks, Community Center of Needham
Sam Ginsberg, Roxbury Latin Student

Mrs. Chaston called the meeting to order at 7:03 PM in the Charles River Room at the Public Services Administration Building. She welcomed Roxbury Latin student Sam Ginsberg who was observing a meeting for a class.

- 1. Minutes of Meeting – September 22, 2014:** Mr. Jacob made a motion to approve the minutes of the September 22, 2014 meeting. The motion was seconded by Mr. Retzky and was approved unanimously.
- 2. Director’s Report:** The Commission reviewed the written report. Ms. Carey shared photos of damage that has been done to the DeFazio wetlands. It is not known who did the damage, but DPW will work with Conservation to make repairs and prevent further damage to the wetlands. Ms. Carey shared recent statistics from the newly created Facebook page. Mr. Toolan offered assistance on social media to the staff. Mrs. Chaston reviewed the information on Frank Bell, Jr. that was received regarding the creation of Needham Youth Hockey. There was concern that John Chambers was given the credit for founding the program. The new Recreation Supervisor Brendan Croak will begin on Monday, October 20th.
- 3. Program Report:** Ms. Carey provided a written report with updated registration information. Spooky Walk registration continues to grow, and will likely be full or close to full by the date of the program. Mrs. Chaston noted the Town-Wide clean-up day. The Exchange Club will be working on a project at Claxton Field on that day. Mr. Toolan noticed a scout troop working on trash pick-up over the weekend. Ms. Carey stated that a Friday afternoon request for that project along Greendale Avenue had been made.

4. Discussion Items

- a. **Board of Health Concussion Study:** Ms. Carey was able to provide a draft copy of a possible by-law under discussion by the Board of Health. Mrs. Chaston noted that the Commission supported the continued education on this serious topic. Mr. Toolan noted that it would be difficult to implement with an all-volunteer group of organizations with too many variables not under Town control. Mr. Jacob indicated that last year's survey of youth sports organizations showed their understanding of the seriousness of the concussion issue, and outlined steps taken by each organization. He noted the concept of guidelines would be helpful, but that the possible fines did not seem necessary. Mr. DiCicco will attend the upcoming Board of Health meeting or reach out to the Board of Health Chairman to share the Commission's questions and concerns. Mrs. Chaston also asked if there was a public input process as part of the review of the proposed by-law.
- b. **Town-Wide Facilities Study:** Mr. Toolan and Ms. Carey will attend a working group meeting this week, and will provide additional information for the October 20th Commission meeting, which will include a discussion with the Town Manager.
- c. **Operating and Capital Budgets:** The Commission reviewed the list of projects underway and the ones to be requested for upcoming years. Rosemary Pool and Newman will be two large projects requested for the Spring 2015 Annual Town Meeting. Mrs. Chaston asked what the schedule was to get requests on the warrant. Ms. Carey explained that the capital budget forms will be submitted this month with the requested dates, and the Town Manager will move forward what she believes she can fund. Any that would receive CPA funding would also need to have an application submitted by December 1st.
- d. **Trash in Parks:** Mrs. Chaston, Mr. DiCicco and Ms. Carey will attend a meeting in a few weeks with representatives of other boards to discuss issues related to trash, particularly at parks and open space. Ms. Carey has asked the DPW to supply some information related to trash pick-up, and Parks and Forestry Superintendent Ed Olsen has offered to bring Mrs. Chaston and Mr. DiCicco around to several parks to see what he typically observes.
- e. **Park and Recreation Commission Goals:** Mrs. Chaston provided an updated draft of the Commission assignments and goals, as seen on Appendix A of these minutes. The Commission accepted the updated goals, by consensus.
- f. **Trails Projects:** Ms. Carey provided an updated FAQ from the Bay Colony Rail Trail Association. She noted there will be a volunteer meeting on October 15th in preparation for reviewing the Town design for the trail and crossings at the Selectmen's meeting on October 28th. A mid-November application to the Conservation Commission will follow, and when permits are approved, the project can be put out to bid in the late winter. Ms. Carey shared photos from a recent walk on the Holliston section of the

Upper Charles rail trail. Ms. Carey is assisting the Town Manager with the application to the MWRA for approval to use the Sudbury Aqueduct for a pedestrian path. This will provide a new trail in Needham Heights, as well as West Needham.

- g. School Feasibility Study:** No update was provided.
- h. Harold J.A. Street, III Trust:** There was no update on the topic. Ms. Carey reminded the Commission that they may choose some projects based on upcoming meetings, including the one related to the trash issue. She also has suggested in the past that some funds be used for announcement boards at various parks, to help Needham organizations provide information on upcoming events. Building kiosks is also a potential project.
- i. Rosemary Pool Project:** No update was provided.
- j. Newman/Eastman Conservation Project:** Ms. Carey noted that the financial estimates are being finalized for the capital budget submissions. Parks and Forestry Superintendent Ed Olsen brought some specialists in to meet with Weston & Sampson last week, and up-to-date project costs from similar projects are being reviewed by the estimator.

5. Action Items

- a. None Presented:** Ms. Carey noted that she has had informal discussions with two residents on possible proposed projects: (a) an additional flagpole at DeFazio Park near the synthetic turf fields and the track; (b) a “ball wall” for lacrosse or soccer, made from cement blocks

6. Topics for Future Agendas: None presented

- 7. Adjournment of Meeting:** Mr. Jacob made a motion to adjourn the meeting at 7:55 PM and the motion was seconded by Mr. Retzky. The meeting adjourned at 7:55 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director

**PARK AND RECREATION COMMISSION
GOALS
2014-2015**

Goals:

- 1) Rosemary Pool project – design & construction funds for renovation, present to May 2015 Town Meeting
- 2) Newman Eastman project – construction funds, determine CPA eligibility, determine if projects move forward together
- 3) Park & Recreation property – protect interests with respect to open space, maximize value of recreation parcels, work with BOS, work with Facilities WG
- 4) Cricket Field Building – design and construction funds
- 5) Mills Field – design & construction for parking, bathroom facility, basketball court
- 6) Address trash problem at parks and athletic fields
- 7) Review outdoor basketball court resources, discuss possible new locations
- 8) Programming – review overall P&R programming, survey community, and build a process for improving alignment with other town groups to reduce overlaps
- 9) Trails – Reservoir Trail in design; support creation of additional trails (Aqueduct) and the rail trail project
- 10) McLeod fencing – safety fencing between outfield and synthetic turf fields
- 11) Continue to fund P&R/P&F staffing – equipment and maintenance budgets to keep up with field use and demand
- 12) Continue to review and clarify policies as needed; review with Memorial Park Trustees where appropriate

NEEDHAM PARK AND RECREATION COMMISSION
IMPORTANT ISSUES AND GOALS
2014/2015
September 2014

Roles:

Cynthia Chaston, Chairman

Liaison to Board of Selectmen
Liaison to Trails Advisory Group
Liaison to Conservation Commission
Works with Staff on Open Space Planning

Dave DiCicco, Vice Chairman

Liaison to Finance Committee
Liaison to Memorial Park Trustees
Liaison to Youth Sports Organizations
Liaison to Board of Health

Tom Jacob

Co-Lead on Rosemary Pool project
Liaison to School Committee
Liaison to Permanent Public Building Committee

Mike Retzky

Representative to Community Preservation Committee
Liaison to Commission Appointees:
 Council on Aging, Youth Commission
Co-Lead on Rosemary Pool Project

Matt Toolan

Liaison to Facilities Working Group
Works with Staff on Program Development
Works with Staff on Facilities Planning