

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

**Minutes of Meeting
November 10, 2014**

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

ABSENT: Cynthia J. Chaston, Chairman

GUESTS: Mark Miskin, Needham Soccer Club
Jo-Anne Ochalla, Community Center of Needham

Mr. DiCicco called the meeting to order at 7:03 PM in the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meeting – October 20, 2014:** Mr. Toolan made a motion to approve the minutes of the October 20, 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 added that the playground maintenance specialist found beer cans in the bushes at Greene’s Field. Ms. Carey has reported the issue to the Police Department.
3. **Program Report:** Ms. Carey provided a written report with registration information for the final fall programs. The park scavenger hunt on Facebook has ended, and a 3 year old boy submitted all pieces and has received a gift certificate for a program registration.
4. **Discussion Items**
 - a. **Trash in Parks:** Mr. DiCicco stated that he, Mrs. Chaston and Ms. Carey attended a recent meeting with members of other boards and staff to discuss the trash issues. The Commission received a packet of information and photos put together by Parks and Forestry Superintendent Ed Olsen. Mr. DiCicco noted that areas around Memorial Park and the High School seemed to be the worst, and he recommended that Mr. Olsen add a barrel on the Highland Avenue side of Memorial Park to help with the issue. Mr. DiCicco also suggested a program with students to have them help with the solutions. Ms. Carey reported that 149 pounds of trash was picked up on the Town-wide clean-up day. On the same day, the Exchange Club did a service project at Claxton Field at the playground, and also picked up trash. The playground maintenance specialist filled 3 large bags of trash at the school playgrounds that weekend. Ms. Carey has assisted the Newman Food Services Director with receiving recycling materials to help with his

student recycling club. He also oversees a trash club. Mr. Toolan supported the idea of working with students, particularly Needham High pride, and also suggested "Adopt a Park." Mr. Retzky noted that seagulls are sometimes the cause of trash being removed from barrels. Mr. DiCicco contacted Mr. Olsen with vehicle information on a resident using Memorial Park barrels for personal trash and the resident, who is also a Town Meeting member, was contacted.

- b. Joint Field Scheduling Policy:** Mr. DiCicco attended a recent meeting of the Memorial Park Trustees. They are meeting this week and hope that two Commissioners could join them to discuss the joint policies for scheduling and for lights. No Commission member was available for the November 12th meeting, but most could be available for the December 17th meeting, if it was posted as a joint meeting. Mr. DiCicco stated the Trustees do not want to take back the actual task of scheduling, but want to have input on what is scheduled at Memorial Park prior to permits being issued. They would like football to be the priority for the schedule in the fall. It was Mr. DiCicco's understanding that there were individual conflicts with Needham High freshman football and the Soccer Club, and later Needham Junior Football and the Soccer Club. He noted that the Soccer Club has a good relationship with both organizations, so that this request was directed to Ms. Carey. The Trustees would also like to return to the ZBA and change the ending times for lights on Thursdays and Saturdays at Memorial Park to 10 PM, and be given control for scheduling the lights, particularly in an emergency. Soccer Club Executive Secretary Mark Miskin asked to respond to the issues. He noted that there had not been scheduling issues, just minor communication issues which were cleared up and did not interfere with any football use. He stated that the Soccer Club typically only uses time at Memorial Park in the fall that Junior Football has shared from their permit. Mr. DiCicco agreed that the communication between Soccer Club and Junior Football was very good, but that Ms. Carey needed to schedule football first.

5. Action Items – Mr. DiCicco advanced the following Action Item agenda item since Mr. Miskin was already at the meeting.

- a. Set Winter/Spring Program Fees:** discussed later at meeting
- b. Soccer Club Memorial Day Weekend Tournament Fee:** Mr. Miskin addressed the proposal submitted to the Commission. The Soccer Club proposes to pay a fee of \$15,000 annually for use of the fields for the Memorial Day Weekend Tournament. The Soccer Club would discuss a different rate in future years if the joint policy was re-voted with a different fee structure, with the hope that the same percentage would go towards this fee. If the Soccer Club was involved in a large fundraising effort for fields projects, similar to what was done under Fields of Dreams, the Club would also want a waiver on paying the fee, as it received in prior years for the annual donation. Mr. Jacob has discussed the recommendation with Mr. Miskin and is in agreement with the \$15,000. Mr. Jacob suggested waiting for future projects to come forward before

agreeing to any changes in the fee. Mr. Toolan agreed, saying he wasn't opposed to the funds going towards a project, but would prefer to wait for a project to be before the Commission prior to making a decision on deferring the fee. Mr. DiCicco stated the fee was intended to go towards maintenance or synthetic turf replacement, so it is appropriate to continue with the payment. Ms. Carey stated that this fee goes into the Gift Fund and is used for multi-purpose field projects. Clinic fees are held separately. If the Commission were to consider waiving the fee due to the Soccer Club helping to raise funds for a project, Mr. DiCicco would want it to be a field project under the Commission's jurisdiction. Mr. Retzky made a motion to approve the recommendation of the Needham Soccer Club to pay an annual fee of \$15,000 for use of the fields for the Memorial Day Weekend Tournament to be used for projects on natural and synthetic grass multi-purpose fields, with a review of the fee at least every five years or if the joint policy changes the fee structure, and with the understanding that the fee is subject to possible consideration to be waived if larger donations are made by the Soccer Club towards field projects under the administration of the Park and Recreation Commission. Mr. Toolan seconded the motion and it was passed unanimously. Ms. Carey will send the Soccer Club written documentation of the decision.

4. Discussion Items

- c. **Town-wide Facilities Study:** Mr. Toolan noted that there was not any new business since the meeting with boards on October 22nd. Mr. Toolan will attend the November 24th meeting of the PPBC, representing the Commission. He mentioned a member of one Town board had written a guest editorial, as a resident, to the Needham Times disagreeing with the decisions made by the Commission for the future of Rosemary Pool.
- d. **FY 16 Operating and Capital Budgets:** Mrs. Chaston and Ms. Carey met with the Town Manager and Assistant Town Managers to review the operating and capital budget requests. The Commission has received copies of all of the documents. Ms. Carey gave the Commission updated capital forms from DPW. The original document she had been given was a draft for the Mills Field project, and the final version requested more funds than the draft, in part due to a request from the Town Manager to add a section of pervious pavers on Ellis Street. The Planning Board has continued to ask for some parking lots to be done in pervious pavers, but the DPW has explained the onerous maintenance, so this sample section on a lesser used lot would be a testing location. Mr. Retzky has worked on projects with pervious pavers and he agreed with the issues related to maintenance, including vacuuming out sand and dirt to keep the surface drainable. Ms. Carey shared draft CPC applications for Newman, Mills and Rosemary Pool. The Town Manager has asked that the Cricket renovation not be submitted to CPC this year due to the number of large requests being made to CPC, but also has requested that the Public Facilities Department help coordinate projects that would maintain the safety of the building. Mr. Jacob agreed that the Newman and Pool projects are the priority, but asked if it was more important to move Mills or Cricket

forward at this time. Ms. Carey stated that the Mills project had already received design funding, so this would just be for construction, as anticipated by the CPC. The Cricket project would be a request for design funds. Ms. Carey does not want to lose the ability to use the Cricket building for summer programming and storage, but with maintenance support can keep it safe for several more years. The Commission would like to continue the discussion on the Cricket project at the next meeting, and make a final decision on whether to request funding or not.

- e. **Programming Space for Department:** The Town Manager asked the Commission to review options for year-round programming space, and put the options in priority. Ms. Carey said that it was her preference to have space at a renovated pool building that could be used year-round, as it would be larger and have better parking and access than the Cricket building. She noted that some would like there to be year-round space above a renovated Memorial Park building, but that shouldn't preclude building space at Rosemary. Mr. DiCicco said that there had been discussions of rebuilding Memorial Park's building so that a gym could be on the upper floor, and it could be reached from the service road behind the current building for better accessibility. Jo-Anne Ochalla from the Community Center of Needham says her group has been able to book some gym space this winter, so will collaborate with organizations including Park and Recreation on how it can be used.
- f. **Rosemary Pool Project:** Mr. DiCicco has heard that because the Commission hasn't made the final determination on the location of the pool on the site that it is making moving forward more challenging for some. Mr. Retzky said that a better decision can be made in the design phase, when actual schematics can be viewed and cost estimates will be formulated with better information. Ms. Carey noted that building into the hill requires more permitting, so the request for design funds needs to be made at the May 2015 Town Meeting so that there isn't a delay in moving forward with either option.
- g. **Newman/Eastman Conservation Project:** Mr. DiCicco asked if the Eastman project was included in the capital request. Ms. Carey explained they were requested separately, and that funding was only being requested for the fields at this time.
- h. **Board of Health Concussion Study:** Mr. DiCicco has reached out to Dr. Robert Stern from Boston University who is doing long-term research on concussions and athletes, to see if he can do a presentation in Needham. He is also discussing the educational night with other local medical professionals, the High School and their trainers, and youth sports including Junior Football. His hope is that something can be scheduled in January. Ms. Carey will put some promotional material in the brochure and will book the room. Mr. Toolan asked how out-of-town teams would follow any concussion policy while playing in Needham. He noted at a recent youth sports game, a Needham medical professional recommended a player not return to the game, but the coach/parent overruled that decision and sent her son back into the game.

- i. **Commission Goals Reports:** No additional information, as updates were addressed within prior agenda items.
- j. **School Feasibility Study:** No updates provided.
- k. **Harold J. A. Street, III Trust:** No updates provided.

5. Action Items

- a. **Set Winter/Spring Program Fees:** Mr. Jacob made a motion to approve the fees for Winter/Spring programs as recommended by the Director of Park and Recreation and attached as Appendix A. The motion was seconded by Mr. Retzky and approved. Ms. Carey noted that Recreation Supervisor Brendan Croak is working on a few additional programs, so there may be a request for additional fee approvals at the next meeting. Mrs. Chaston will guide one of the Take a Hike walks, and Mr. Toolan is willing to see if he can schedule one.
- b. **Soccer Club Memorial Day Weekend Tournament Fee:** Discussed earlier in the meeting.
- c. **Special Event Request – Relay for Life:** Mr. Jacob made a motion to approve the request of Needham residents and the American Cancer Society to host the annual Relay for Life at the Newman fields on Saturday, May 16 and Sunday, May 17, 2015. The motion was seconded by Mr. Retzky and passed unanimously.
- d. **Special Event Request – Walk/Run for Walker School:** Mr. Retzky made a motion to approve the request of the Walker Home for Children Inc. to host a walk and run on Sunday, September 13, 2015 from 7:00 AM – 1:00 PM. The motion was seconded by Mr. Toolan and was passed unanimously.

6. **Topics for Future Agendas:** No requests.

7. **Adjournment of Meeting:** Mr. Toolan made a motion to adjourn the meeting at 8:50 PM and the motion was seconded by Mr. Retzky. The meeting adjourned at 8:50 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director

Program Name	Winter/Spring 2014	Recommended Winter/Spring 2015	Number of classes	General Fund Deposit	Approved
Senior Billiards	\$25	SAME	Jan-May	\$5.00	\$25.00
Senior Golf League	\$15 plus green's fees (\$27)		12 rounds	\$5.00	\$15 plus green's fee
Basketball Clinic	\$75	SAME	3 day session 1/2 day	\$5.00	\$75.00
<i>Thundercats Sports Jam</i>	\$120 1/2 day \$155/ full day	SAME	3 day session 1/2 OR full	\$5.00	\$120 1/2 day; \$155 full day
February Snow Dayz	\$25 one day \$50 two days	SAME	1 OR 2 days 1/2 day	\$5.00	\$25 one day \$50 two days
<i>Event-FULL! LEGO</i>	\$50	SAME	3 hour class	\$5.00	\$50.00
Summer Volunteer Program	\$35	SAME	15 Hours	\$0.00	\$35.00
Tennis Badges					
Tennis Badges Needham Individual	\$30.00	SAME	Season Mar - Oct	N/A	\$30.00
Tennis Badges Needham Family	\$45.00	SAME	Season Mar - Oct	N/A	\$45.00
Tennis Badges Needham Senior	\$15.00	SAME	Season Mar - Oct	N/A	\$15.00
Tennis Badges Non-Resident Individual	\$60.00	SAME	Season Mar - Oct	N/A	\$60.00