

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

**Minutes of Meeting  
March 24, 2008**

**PRESENT:** Christopher R. Dollase, Chairman  
Cynthia J. Chaston, Vice Chair  
William R. Dermody, Member  
Brian S. Nadler, Member  
Philip V. Robey, Member  
Patricia M. Carey, Director  
Karen A. Peirce, Assistant Director

**GUESTS:** Bob Cohen, Resident  
John Freitas, Needham High School Baseball Coach

The meeting convened at 7:00PM in the Board of Selectmen's meeting room located in the Town Hall.

1. **Minutes of Meeting March 10, 2008:** Mr. Nadler made a motion to approve the minutes of the March 10, 2008 meeting. Mr. Dermody seconded the motion. A vote was taken and the minutes of March 10, 2008 were approved. Mrs. Chaston was absent at the March 10<sup>th</sup> meeting so she abstained from voting.
2. **Financial Report:** Ms. Carey indicated she has made a request for \$6000 to be moved from the purchase of service line to the expense line of the budget to pay for chemicals for the opening season of Rosemary Pool.
3. **Correspondence:** None Presented.
4. **Assistant Director's Report:** Ms. Peirce reported on the following items:
  - The Eat Well Be Fit Committee is hosting Needham Springs into Action Week from May 11-17<sup>th</sup>. Walking activities will be scheduled each day. The Park and Recreation Commission is sponsoring a Scavenger Hunt at the Reservoir on Thursday, May 15<sup>th</sup> from 4:30-5:30PM. Healthy Living is the theme for the poster contest that will be available for all ages.
  - A meeting with John Gautshi from Wellesley Recreation Department took place to discuss summer tennis programming. John is working to assist in finding instructors for the department's tennis programs. Ms. Peirce is finalizing details.
  - Attended the Cultural Council Reception on March 18<sup>th</sup> at the Historical Society. Needham Park and Recreation received a certificate of participation from the Cultural Council.

- Attended a CEU session sponsored by MRPA regarding field permitting practices. After the meeting she went and viewed the new synthetic turf field built on the closed landfill in Brookline.
- Met with the Director and Assistant Director from Lexington and the Director from Westford to discuss on-line registration information. She will continue to research different options of on-line registration programs that would be suitable for the department.
- Scheduled to speak at the Retired Men's Club on Tuesday, March 25 to discuss the Senior Walking program.
- On March 26<sup>th</sup> she will attend the Board of Selectmen's meeting to be appointed to the Tercentennial Committee
- Winter sessions of programs have ended and Spring sessions are beginning this week and next week.

**5. Discussion Items:**

**A. Director's Report:** Discussed later in the meeting.

**B. Review of Commission Policies:** Discussed later in the meeting.

**C. Field Study Update: Memorandum from Town Manager:** Discussed later in the meeting.

**D. Field Construction Update:** Discussed later in the meeting.

**E. Field Scheduling Update:** Discussed later in the meeting.

**F. NHS Baseball Requests for Signs:** Baseball Coach John Freitas attended the meeting to answer questions regarding his request for fence signs for the High School baseball team. The baseball team batting cages were removed during the High School renovation. In order to purchase cages for indoor use Mr. Freitas began a fundraising campaign to solicit former Needham alumnae to donate funds for the cages. Mr. Freitas would like to hang signs on the outfield fence at DeFazio Park highlighting the donors and include a Needham Rockets Baseball sign. The signs would be set up on the fence on the 10 varsity home game days prior to the game and taken down after the game is completed. The 3 x 6 foot banners will be vinyl and have grommets to clip on to the fence. Mr. Nadler made a motion to approve the sign request to be posted for home varsity games. Mr. Robey seconded the motion. After some discussion and a brief history of signs at DeFazio Park from Mr. Robey, Mr. Nadler restated his motion with an amendment. Mr. Nadler made a re-stated motion to approve the request for up to 10 signs to be posted for 10 varsity home baseball games for the 2008 season to be displayed during the varsity games and removed at the end of the games. Mr. Robey seconded the motion and the motion was approved unanimously.

**A. Director's Report:** Submitted in writing prior to the meeting.

**B. Review of Commission Policies:** At the request of the Commissioners at the March 10<sup>th</sup> meeting Ms. Carey presented a draft note regarding field scheduling policies. The draft reads as follows: *The Park and Recreation Commission reserves the right to deny requests from any organization, including Needham Public Schools, if deemed in the best interest of the fields and the community.* Ms. Carey recommended not changing the policy. She indicated that the current policy gives her the ability to work with individual groups including the Public Schools to sort out scheduling difficulties. She indicated the draft policy seems too restrictive. The Commissioners discussed the pros and cons of the policy change. Mr. Dollase suggested tabling the item to discuss after the April election when all policies will need to be reviewed.

**C. Field Study Update: Memorandum from Town Manager:** Ms. Carey reviewed the memorandum from the Town Manager regarding the status of the field projects at Memorial Park and DeFazio Park. Included in the memo was background information regarding the projects, relocation of the track approval, a draft license agreement for the Sports Council and a information regarding a special permit application to be submitted to the Zoning Board of Appeals for athletic field lights.

**D. Field Construction Update:** Ms. Carey reported that the Sports Council is in final negotiations with the contractors and will be meeting with the Town Manager to finalize the license agreement this week for the Memorial and DeFazio Parks renovation projects. Construction is expected to begin during the week of April 15<sup>th</sup> at Memorial Park and late June at DeFazio Park. The Field Study Committee is hoping to complete all of the DeFazio phases including lights even though it may present some field scheduling issues during the spring of 2009. Ms. Carey is working on the application to install lights which will be submitted on behalf of the Park and Recreation Commission, Sports Council, Memorial Park Trustees, and the School Committee. The hearing will take place on April 17, 2008. Mrs. Chaston noted that she thought the lights were a separate part of the project. Mr. Dollase and Ms. Carey indicated lights were always part of the plan but were subject to funding. Currently the Sports Council is raising the funds to install the lights. Mr. Robey asked if a trust fund would be developed for future maintenance. Mr. Dollase indicated that there would be a trust fund set up for maintenance. Mr. Nadler requested that the special permit request for Memorial Park and DeFazio Park be sent to the Commissioners. Ms. Carey will send the application to the Commissioners when she receives copies of the layouts.

**E. Field Scheduling Update:** The Commissioners all received the Field Schedule in their packets. Ms. Carey highlighted some of the compromises that had to be made in order to get the field schedule completed.

**F. NHS Baseball Request for Signs:** Discussed earlier in the meeting.

**G. Proposed Cricket Field Park Building Renovation:** Ms. Carey will speak to Steve Popper at PPBC regarding the Cricket project. She will have more information for the Finance Committee meeting on April 2, 2008.

**H. Rosemary Pool Pre-Season Update:** Ms. Carey has completed the following tasks related to the Rosemary Pool preseason maintenance:

- Met with George Roy regarding the dam and the butterfly valves. Mr. Roy has a solution to fix the dam and will inspect the butterfly valves in the pool when the lake is drained.
- Met with Bob Lewis from Water and Sewer to determine the new PVC piping needs. Once the project is completed the Highway division will asphalt over the area that was dug up to repair the pipes.
- The filter room garage door will be replaced
- The interior of the pool is scheduled to be sandblasted and painted prior to opening day, June 20, 2008. The cost is approximately \$28,000 and is needed to change to a new paint.
- Carpentry repairs will be scheduled prior to June 20, 2008.

Ms. Carey has completed and submitted the following bid packets to the Assistant Town Manager to purchase the following items:

- Brochure printing
- T- shirts
- Playground surfacing
- Pool concession
- Bubblers
- Pool chemical

**I. Other Business:** Mr. Nadler asked about the disturbed area at DeFazio #2. Ms. Carey noted that Park and Forestry Superintendent is trying to repair the area but the weather has prevented much work from being completed. Once the area is ready it will be seeded but it may not be ready by April 1. Mr. Nadler asked about reconfiguring the fields. Ms. Carey indicated Lance Remsen is aware of the measurements and is assessing what can safely fit on the fields this spring. Ms. Carey shared photos that Mr. Dollase took of the fire that took place on March 22 at the Town Forest. The Fire Department reacted quickly and it seems that there was little damage to the trees. Ms. Carey shared a map of the McCracken property indicating possible access/parking areas. Ms. Carey shared a request from Sam Bass Warner to have her meet with his committee to look at walking

areas in around the streets of Needham. Ms. Carey is unavailable for this project but will mail Mr. Warner a walking booklet that she developed as Assistant Director, along with other material.

**6. Action Items:**

**A. Special Event Request: Needham Track Club:** Mr. Dermody made a motion to approve the request from the Needham Track Club to use the Pollard Field and DeFazio Park parking lot for the Great Bear Run to be held on May 4, 2008. Mrs. Chaston seconded the motion and the motion to approve the Track Club request was approved.

**B. Special Event Request: Metrowest Music Festival:** The Commissioners asked questions regarding the music event and the age of the person requesting the permit. There is concern about granting a permit to someone who is not 18 years of age. Mr. Nadler suggested inviting the Music Festival organizers Joseph DeFazio and Alexander Maksymoicz to come to the next meeting to clarify the event.

**C. Schedule Second Meeting in April:** The second meeting in April will be held on Monday April 28, 2008 at 6:30 at the Pollard Middle School, room location to be announced. The meeting will be prior to the League of Women Voters Warrant Meeting.

**7. Adjournment:** Mr. Nadler made a motion to adjourn the meeting 8:55 PM. Mr. Dermody seconded the motion and the meeting adjourned at 8:55PM.

Respectfully submitted,

Karen A. Peirce, CPRP, CTRS  
Assistant Director