

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

**Minutes of Meeting
October 26, 2015**

PRESENT: David C. DiCicco, Chairman
Matthew M. Toolan, Vice Chairman
Cynthia J. Chaston, Member
Christopher J. Gerstel, Member
Patricia M. Carey, Director
Robyn G. Fink, Assistant Director

ABSENT: Michael J. Retzky, Member

GUESTS: *YMCA Board:* Connie Kaufman

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

- 1. Minutes of Meeting – October 5, 2015:** Mrs. Chaston made a motion to approve the minutes of the meeting of October 5, 2015. The motion was seconded by Mr. Gerstel, and the minutes were approved unanimously.
- 2. Director’s Report:** The Commission reviewed the written report. Ms. Carey gave an overview of the work completed by the Exchange Club for their National Day of Service on the Rail Trail. Mrs. Chaston thanked Ms. Carey for organizing and directing the group for their project.
- 3. Program Report:** The Commission reviewed the written report. Ms. Fink highlighted the first TGIF Night and gave updates on the plans for the second event.
- 4. Discussion Items**
 - a. Rosemary Pool Design:** Ms. Carey provided the Commission with a list of next steps for the Rosemary Pool design, as seen in Appendix A. Decisions will need to be made by early winter, so that financial estimates are firmer in April. Mrs. Chaston noted that she hoped to have financial information earlier. Ms. Carey stated that BH+A will guide them with some estimates, as was done in the earlier stage, but they need more detail for more formal estimates. The Town Manager’s current financial concept is that CPC would be requested to fund 70% of the project, and other Town resources would fund 30% of the project, and that the financial concept is still within the \$8-12 million range. The building will be the next concept that BH+A will be working on, as they also develop some concepts for the parking areas, looking to maximize what can be done. If more information is available, Mr. Toolan recommended the Rosemary Pool Advisory Committee should meet November 19th to begin addressing what amenities the building

should have. A big challenge that will need to be addressed is storage at the site and what will be stored there year round. Mr. DiCicco said he would start talking to community groups about different uses for a possible third floor to the building that could be added at a later date. Mrs. Chaston asked Ms. Carey about the draining of Rosemary Lake for season 2017 as the permit to drain will have expired. BH+A, Conservation Director Matt Varrell, and Project Manager Hank Haff met with the DEP and they are not inclined to allow draining. Ms. Carey has had informal discussions with Health Director Tim McDonald, and the Board of Health is considering allowing opening without draining and painting, as long as the pool is able to meet specific criteria. Ms. Carey developed the list of criteria in 2010, and the pool was able to meet that and open that summer. Mr. Toolan noted that the Park and Recreation Commission needed to be more diligent at letting the community know all of the work they are doing so that when Town Meeting happens many of the questions will have already been answered. Mrs. Chaston mentioned reaching out to the Finance Committee as soon as the Commission has financial figures.

- b. Rosemary Pool Advisory Committee:** The next meeting will tentatively be November 19, 2015.
- c. Hillside School:** Ms. Carey reported that the School Committee has chosen the Central Avenue site as the preferred site for Hillside School. The Board of Selectman will vote later this week, and then Town Meeting will need to vote to approve the purchase. Mr. Toolan noted that the Park and Recreation Commission needed to be more diligent at letting the community know all of the work they are doing so that when Town Meeting happens many of the questions will have already been answered. Mrs. Chaston mentioned reaching out to the Finance Committee as soon as the Commission has financial figures.
- d. Chambers Cove Update:** Ms. Carey met informally with Conservation Director Matthew Varrell. If the benches are just going to be placed, it is likely that no permits would be needed, but he needs to discuss this with the Conservation Commission Chairman. If it is decided that pavers are needed, a permit would be required, as it is disturbing the land within the wetlands.
- e. Projects Update: Newman, Eastman, Mills, Rail Trail, Aqueduct Trail:** Ms. Carey reported the Newman diamond infields are ready for sod. The amphitheater was closer to being finished. All of the bumpers are in on the boardwalk and stone dust is next for installation on the trail. Ms. Carey will work with the school on marking the distances on the pedestrian path. Eastman is almost complete. Ms. Carey will be giving a tour to some School Committee members this week. Work is progressing at Mills Field. Sports Turf Specialties is working on the diamond, preparing it for new drainage and sod. The Exchange Club did some trail work in the Town Forest, leading to the Rail Trail. The

contracts have been signed for the Rail Trail work, but the state needs to send a letter of confirmation for funding so that work can proceed. Discussions continue with Olin College and Babson College on the sections of the Sudbury Aqueduct that pass through their campuses.

5. **Office Staff Update:** Sarah Mallard will join the staff on November 16th as the department's Recreation Supervisor.
6. **FY'17 Operating and Capital Budgets:** The Commission reviewed the capital request forms, including the one for Rosemary Pool that is submitted with identical estimates as last year. The annual request to purchase open space has been submitted, but there is currently not a parcel under discussion. Interviews are now complete for the engineer consultants, and once contracts are signed with the on-call engineers, firms will be chosen to work with the Town on design of the boat launch, and the completion of the Open Space and Recreation Plan. Rosemary Trail and the buildings on the camp property are included, but decisions on the scope still need to be determined. The renovation of the Cricket Field House has been moved out to 2019. The playgrounds are currently in good shape with Hillside and Mitchell in line to get new playgrounds with their building projects. Broadmeadow will likely need to be replaced in less than 10 years. Ms. Carey also shared capital requests submitted by DPW, including dredging Rosemary Lake and paving DeFazio parking lot. Mr. Toolan asked if anything ever happened with the discussion of placing barricades at DeFazio. Ms. Carey said that the DPW has it on their list of projects to design and provide an estimate.
7. **Action Items**
 - A. **Special Event Request: Coppinger:** The fields are closed by the date requested. The permit should be requested by Mrs. Janet Coppinger, not a for-profit group. Mr. Toolan made a motion to accept the request with the understanding that Janet Coppinger be the user name on the permit, with BubbleBall Me holding the insurance, for Greene's Field multi-purpose field on November 21st from 2-5 PM with a single rain date of November 22nd. Mr. Gerstel seconded the motion and the request was approved unanimously.
8. **Topics for Future Agendas:** Field Use Policy
9. **Motion to Adjourn:** Mr. Toolan made a motion to adjourn the meeting at 8:38 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 8:38 PM.

Respectfully submitted,

Robyn Fink, CPRP
Assistant Director