

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

**Minutes of Meeting
November 14, 2016**

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

Mr. Toolan called the meeting to order at 7:02 PM in the Charles River Room of the Public Services Administration Building.

1. Rosemary Recreation Complex:

A. Financing: The Commission reviewed the soft cost estimate of the Rosemary Recreation Complex that was provided by Director Public Facilities Construction Mr. Steve Popper and Project Manager Mike Retzky. Mrs. Chaston asked how the project would be effected if the dredging project did not take place at the same time. Mr. Retzky reported that the dredging project would not be ready to go for permitting until September 2017. The pool construction would start in June using a port-a-dam and braced wall system and the project could remain on schedule. Currently the Rosemary Recreation Complex and the dredging project have been coupled together during the MEPA filing. If there were an appeal with the dredging, it could hold up the Rosemary Recreation Complex project. The Commission is nervous about having the projects coupled as they are not dependent on each other and the pool project could be held up. The Town Attorney is working to have the projects uncoupled. Mr. Popper suggested that the Commission speak to Town Manager Kate Fitzpatrick to escalate the dredging project as it would save the Town money if the projects could coincide. Mr. Toolan pointed out the three unknowns to the project that could influence the cost; the elevator, Planning Board requests, and Conservation. Mr. Toolan would like the Commission to start looking at operational costs. After speaking with FinCom members, they would like to see the pool open in May and then possibly just weekends the last few weeks until Labor Day. He requested Ms. Fink and Ms. Carey find out how many pools in the area are open until Labor Day and their attendance numbers. The Commission also reviewed the Rosemary Recreation Complex Update that Ms. Carey compiled. Ms. Carey will get the Commission a copy of the CPC application. Questions should be sent to Ms. Carey. Mr. Toolan will work with Ms. Chaston to review the past questions of FinCom.

- B. Design:** Ms. Carey reported the Conservation Commission hearing closed. December 8, 2016 will begin the appeal process, which is open for 10 days. The permitting for the port-a-dam is being processed just in case it is needed. The discussion went back to the uncoupling of projects. The Commission would like the projects uncoupled to ensure no legal issues of one project effect the other or the project being delayed. Ms. Chaston would still like the Commission to ask the Town Manager to escalate the dredging project as it would save the Town money. Ms. Carey reported the Planning Board Permit starts November 15, 2016. Waivers are currently being looked at with as a lot of discussion will revolve around parking and lighting at the site.
- C. Programs:** Mr. Toolan gave a recap of the questions posed at the last meeting. Ms. Geddes would like the department to look into potentially offering a birthday party package. Mr. DiCicco would like to see the addition of street hockey and flag football. He would like a survey taken to see what people want. Mrs. Chaston will work with Ms. Carey and Ms. Fink on the programming list for the operational budget. Mr. Toolan reminded the Commission that with the new building/complex, new policies will need to be written and put in place.
- D. Marketing:** Mr. Toolan would like to start selling the project in January.
- 2. Minutes of Meeting: October 24, 2016: Mrs. Chaston made a motion to accept** the minutes of the October 24, 2016 meeting. The motion was seconded by Mr. Gerstel. The minutes of October 24, 2016 were approved unanimously.
- 3. Director's Report:** The Commission read the written report. Ms. Carey said she would keep the Commission updated on the barricades for the DeFazio parking lot. Ms. Carey attended the BOS meeting for food trucks and food carts. The BOS will need to write the policies, not Park and Recreation. Ms. Carey attended a meeting regarding the fields at the new Hillside School. Parks and Forestry Superintendent Ed Olsen is concerned about the number of people on the field and being able to grow grass. There is consideration for a synthetic turf field.
- 4. Program Report:** The Commission read the written report.
- 5. Discussion Items**
- A. Open Space and Recreation Plan:** Ms. Carey reported that the Open Space and Recreation Advisory group had had two meetings. Currently a survey about open space and recreation is out for people to complete.
- 6. Action Items**
- A. Special Event Request: St. Joseph's School:** The Commission reviewed the request from St. Joseph's Elementary School to hold their annual 5th grade picnic

on June 6, 2017. Mr. DiCicco made a motion to approve St. Joseph's Elementary School's request for Greene's Field on June 6, 2017 for the 5th grade picnic. Ms. Chaston seconded the motion and it was approved unanimously.

- B. Ratify Fees: Winter/Spring Programs:** Mr. Toolan questioned if it were possible to set level prices on programs rather than program specific pricing. Ms. Carey explained that would be difficult due to different programs requiring more staffing or more supplies and the department is a non-profit and therefore should not be making money off of the programs. In the summer, most weekly programs have the same basic fee structure. The Commission reviewed the 2017 Winter/Spring Fees. Mrs. Chaston made a motion to approve the 2017 Winter/Spring Fees as seen in Appendix A except for Senior Golf League to be changed to \$256. Mr. Gerstel seconded the motion and it was approved unanimously.
- 7. Topics for Future Agendas:** Mr. DiCicco would like Eagle Scout Candidate Ryan Coen to attend an upcoming Commission Meeting so he can be thanked for the kiosks he built and installed on the Rail Trail.
- 8. Adjournment of Meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:31 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:31 PM.

Respectfully submitted,

Robyn Fink, CPRP
Assistant Director