

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

**Minutes of Meeting
August 28, 2018**

PRESENT: Cynthia J. Chaston, Vice Chairman
David C. DiCicco, Member
Michelle S. Geddes, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director

ABSENT: Christopher J. Gerstel, Chairman
Robyn G. Fink, Assistant Director

GUESTS: Hank Haff, Project Manager – Needham High School
Michael Retzky, Project Manager – Memorial Park Fieldhouse

Mrs. Chaston called the meeting to order at 7:00 PM at the Rosemary Recreation Complex.

- 1. Minutes of Meeting – August 13, 2018:** Mr. Toolan made a motion to approve the minutes of the meeting of August 13, 2018. The motion was seconded by Mrs. Geddes and was passed unanimously.
- 2. Director's Report:** The Commission reviewed the written report. Ms. Carey noted that meetings on October 8 and November 12 conflicted with holidays. The new tentative schedule will be Tuesday, October 9 and Tuesday, November 13.
- 3. Program Report:** The Commission reviewed the written report.
- 4. Action Items:**

A. Parking Request – NHS Construction Foremen: Mrs. Chaston welcomed Town project managers Hank Haff and Mike Retzky. Mr. Retzky thanked the Commission for the prior approval of temporary parking spaces in the upper lot at Rosemary Recreation Complex for the contractors working on the Memorial Park Fieldhouse. He noted that the request for NHS construction foremen can be coordinated between the two projects. Mr. Haff explained that delays in construction will likely bring the completion of the High School project to the end of October. The majority of the workers are parked at the Dwight Field parking lot, based on prior approval from the Commission, and that the foremen shuttle the workers to the site. The request is for spaces for the foremen to use in the upper lot, so they are able to coordinate the shuttle service. The request is for Monday-Friday. The teachers' parking areas can be used on Saturdays. Mrs. Chaston asked about student parking. Mr. Haff explained that they would have spaces at the High School as well as at Memorial Park. Mr. DiCicco clarified that the spots at Memorial Park are not officially permitted by the High School, but are used under an agreement between the Trustees and the School Committee. Mr. DiCicco asked if there were any conflicts with use of Rosemary Recreation Complex. Ms. Carey noted that any events

during the day will be able to have enough parking available in the lower lot. The plan had been to put the pop-up skate park in the upper lot, but it will go to a different location for use and for Skateboard EDU this fall. Mr. DiCicco made a motion to approve use of the upper parking lot at Rosemary Recreation Complex for contractors from both the Memorial Park Fieldhouse project and the High School addition project through December 2018, with a request for an update in December for any continued need. The motion was seconded by Mrs. Geddes. Mr. DiCicco asked that something be placed in each vehicle noting that they are part of the construction teams, and Mr. Haff and Mr. Retzky will insure something is on each windshield. Mrs. Chaston called for the vote and the motion was passed unanimously.

5. Discussion Items:

- A. Rosemary Recreation Complex:** Mr. Toolan asked Mr. Retzky for an update on the punch list. Mr. Retzky said that it is currently on large plans, but will be moved to a spreadsheet. Mrs. Chaston asked him how he felt about the opening. Mr. Retzky noted that there had been some issues, but nothing unusual after a large construction project. It was helpful to have it run with people using it, though most projects would have had more time operating without full use. Mr. Toolan asked if it was helpful keeping the systems operating, and Mr. Retzky agreed that it was. He also noted that everything was under a one year warranty that started on the day of temporary occupancy. Mr. Toolan asked about the winter pool covers. Ms. Carey stated that the contractors would install in a few weeks, when they return to work on the punch list items. Mrs. Chaston asked about how the operations had gone during the short season. Ms. Carey said that it was a great opportunity to learn how the facility is used and to coordinate operational tasks. A list of changes to make is being developed. Mr. Toolan suggested finding a more efficient process for checking in daily admission visitors. Ms. Carey noted that the four supervisors had done a good job, bringing different strengths to the team. Mr. Toolan noted that he had observed positive interactions between the staff and patrons. Mrs. Chaston asked about the rest period, noting that it was not uncommon at other facilities, but might need more explanation to the visitors. Mr. DiCicco suggested that the slides remain open after 6 PM. Mrs. Chaston noted that the Commission's staffing plan had them closing at that time, so would need to be revisited. Ms. Carey said that additional staffing would be needed, and is under evaluation for the budget process. To extend the season to Labor Day, Mr. Toolan noted that alternate staffing plans would be needed, including looking at hiring/housing from other countries as is done in tourist locations. Mrs. Chaston suggested returning college students. Ms. Carey noted that most colleges work through www.collegehelpers.com and she had a 3 month advertisement in late spring/early summer, with only one person expressing interest who eventually did not take a position. There were no inquiries from postings on www.indeed.com. Ms. Carey noted a number of inquiries about the cost of memberships in 2019, and suggested setting them in the near future, after reviewing 2018 information. Mrs. Chaston asked for it to be on an upcoming agenda. One session of swim lessons was held and two adult programs were tried. Positive reviews were received from both.

- 6. Issues Not Reasonably Anticipated by Chair within 48 Hours:** Ms. Carey presented additional fall programs with recommended fees, as seen in Appendix A. These additional programs will be run by Park and Recreation program staff. Mr. Toolan commended Recreation Supervisor Angela O'Connor's new program options. He suggested that some of the ideas for young children might also be popular with older elementary students and middle school students. Mr. DiCicco asked for clarification on the Rugby program fee. Ms. Carey noted that \$25 of the fee went towards membership in USA Rugby as well as a ball and shirt. The remaining went towards salaries, based on a minimum number of 10. The funds go into the department's Revolving Fund. Mr. DiCicco would like to insure that funds help pay for the facility. Mrs. Geddes noted that the gingerbread workshop seemed expensive. Ms. Carey said that alternates, for more participants, are under discussion, but this current format was the request of the instructor. Mr. Toolan made a motion to approve the fall program fees as presented by the Director and Recreation Supervisor and as seen in Appendix A. The motion was seconded by Mr. DiCicco and passed unanimously.
- 7. Topics for Future Agendas:** Mrs. Chaston would like to have continued updates on Rosemary, including a discussion on 2019 fees.
- 8. Adjournment of Meeting:** Mr. Toolan made a motion to adjourn the meeting at 8:09 PM. The motion was seconded by Mr. DiCicco and the meeting adjourned at 8:09 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director

PARK AND RECREATION COMMISSION TOWN OF NEEDHAM, MASSACHUSETTS

M E M O R A N D U M

TO: Park and Recreation Commission
FROM: Patricia M. Carey, CPRP, Director
Angela O'Connor, Recreation Supervisor
CC: Kristen Wright, Administrative Specialist
RE: 2018 Fall Fee Recommendations – Part Two
DATE: August 28, 2018

The following recommendations are made for fees for the Park and Recreation fall programs, in addition to the ones approved in July.

Park and Recreation program staff are supervising these programs/workshops. Programs offered by the department have a set number of hours multiplied by the cost of providing staffing. Additional costs are added for any expenses that would be incurred, and the minimum number of participants is noted, to insure that all costs of the program can be covered. If held at Rosemary Recreation Complex, an additional fee may also have been added.

When anyone on the office staff works directly at a program, the actual cost of their payroll is not covered by the program fees, as the 53D Revolving Fund cannot be used to pay for any costs related to a staff person with benefits.

These programs are in the Revolving Fund and are new offerings.

YOUTH PROGRAMS

NEW! Rookie Rugby (Flag Rugby)

This is a new program for ages 8-13, to learn a simplified version of rugby using flag belts. It is a 5 week program, held once a week for 90 minutes. There is a minimum of 10 participants and maximum of 25. Volunteer rugby players will work with the coach. The rules and programs of Rookie Rugby tie together child development, healthy activity, fair play, fun and safety. Each participant will get a USA Rugby membership, shirt and ball.

2018-2019 Recommendation: \$65/participant/5-week session

NEW! Science Buddies

A new program with individual adult/child workshops for ages 2.5-3.5 with a parent/guardian, with participants signing up for 1 or more of the 6 workshop options in the late morning. There is a minimum of 6 participants with guardian, and a maximum of 10. Each workshop is one hour long and introduces adults and children to unique hands-on activities that will fascinate young minds with the wonders of discovery.

2018-2019 Fee Recommendation: \$30 per participant per workshop

NEW! Future Scientists

This is a new workshop program for ages 3.5 to 5 years, with a minimum of 6 participants and a maximum of 10 in the early afternoon. Each workshop is one hour long filled with activities that encourage exploration, adventure, discovery and wonder for each child. Activities are hands-on and most experiments will be take home to show. There are 6 individual workshops.

2018-2019 Fee Recommendation: \$35 per participant per workshop

NEW! Young Engineers

This is a new workshop program for ages 3.5 to 5 years, with a minimum of 6 participants and a maximum of 10 in the early afternoon. Each workshop is one hour long filled with activities that are meant for little hands to start building. There are 6 individual workshops.

2018-2019 Fee Recommendation: \$35 per participant per workshop

NEW! Super Hero Science Workshop

A one-time 2 hour workshop for ages 5-9 with a minimum of 5 participants and a maximum of 8, after school. Participants will channel their inner Super Hero as they work on science experiments inspired by Super Heroes.

2018-2019 Fee Recommendation: \$55/participant/workshop

NEW! Gingerbread House Decorating Workshop

This is a new 90 minute workshop Sunday afternoon program for ages 5-9 years, with a minimum of 6 participants and a maximum of 10 on a Sunday afternoon. Participants will have over 50 different edible decorations to use, while learning creative techniques and create their own ideas.

2018-2019 Fee Recommendation: \$80/participant/workshop

NEW! LEGO Ornaments Workshop

This is a new 2 hour Sunday afternoon workshop program for ages 5-9 years, with a minimum of 6 participants and a maximum of 10 in the early afternoon. Two sessions will be offered. Participants will learn how to make holiday ornaments to hang where ever they choose or to gift to a family member or friend.

2018-2019 Fee Recommendation: \$65/participant/workshop

2018 Fall Fee Recommendations

PROGRAM NAME	FUNDING SOURCE	APPROVED 2017	RECOMMENDED 2018	PER UNIT FEE	UNITS PER WEEK	SESSIONS PER SEASON	STAFF OR CONTRACT	GENERAL FUND DEPOSIT	RRC FEE	SCHOLARSHIP %	2018 APPROVED
YOUTH PROGRAMS											
Rookie Rugby	Revolving	N/A	\$65.00/person	\$13.00	1 day	5 weeks	Staff	\$5.00	\$5.00		\$65.00
Science Buddies	Revolving	N/A	\$30.00/pair/event	\$30.00	1 day	6 events	Staff	\$5.00	\$5.00		\$30.00
Future Scientists	Revolving	N/A	\$35.00/person/event	\$35.00	1 day	6 events	Staff	\$5.00	\$5.00		\$35.00
Young Engineers	Revolving	N/A	\$35.00/person/event	\$35.00	1 day	6 events	Staff	\$5.00	\$5.00		\$35.00
Super Hero Science Workshop	Revolving	N/A	\$55.00/person	\$55.00	1 day	1 event	Staff	\$5.00	\$5.00		\$55.00
Gingerbread House Decorating Workshop	Revolving	N/A	\$80.00/person/event	\$80.00	1 day	1 event	Staff	\$5.00	\$5.00		\$80.00
LEGO Ornaments Workshop	Revolving	N/A	\$65.00/person/event	\$65.00	1 day	2 events	Staff	\$5.00	\$5.00		\$65.00