

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

**Minutes of Meeting
November 5, 2018**

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

ABSENT: Matthew M. Toolan, Member
Robyn G. Fink, Assistant Director

GUESTS: Justin Ochalla, Eagle Scout Candidate
Jo-Anne Ochalla, Needham resident

Mr. Gerstel called the meeting to order at 7:00 PM at the Rosemary Recreation Complex

1. **Minutes of Meeting – October 9, 2018:** Mrs. Chaston made a motion to approve the minutes of the October 9, 2018 meeting. The motion was seconded by Mr. DiCicco. Mr. Gerstel noted that he had seen Parks and Forestry Superintendent Ed Olsen who is looking into a future project to rebuild the walkway at DeFazio that leads towards synthetic turf that could possibly allow for the packer truck to access a Big Belly receptacle within the park. Mr. Olsen also supported the placement of a Big Belly outside the tot-lot due to the high volume of use and generation of trash. Mr. Gerstel called for a vote on the motion and it was approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Ms. Carey noted that the preferred location to recommend for the lacrosse wall may have an issue with jurisdiction over the parcel, so further research is needed. She noted that there had been complaints about pot holes in the DeFazio parking lot, and that DPW is looking at short-term and long-term options.
3. **Program Report:** The Commission reviewed the written report. Recreation Supervisor Angela O'Connor put together a photo display with notes about programs to give the Commission an overview of the fall programs.
4. **Discussion Items:**
 - A. **Eagle Scout Project – Justin Ochalla:** Mr. Gerstel welcomed Eagle Scout candidate Justin Ochalla. Mr. Ochalla provided photos of his project which was the building of two boat racks for outdoor storage for 12 canoes and/or kayaks. The actual building of the structures took two days. Mrs. Chaston asked if they were moveable. Mr. Ochalla noted that they can be moved, but are heavy and secure in their current locations. Mr. Gerstel

asked if any treatment was needed, but Mr. Ochalla stated that the wood already had a preservative. Mr. DiCicco noted that he was impressed to see young adults using their hands to create helpful structures. Mr. Gerstel noted the amount of work that needs to be done by Eagle Scout candidates prior to the actual day of the project. Mr. Ochalla thanked Community Center of Needham for providing the funds for the materials needed. Mr. Ochalla has some additional steps to complete as part of his application to achieve Eagle Scout status.

- B. Rosemary Recreation Complex:** Ms. Carey reported that the majority of the punch list items are complete. As the outdoor railings and landscaping are not done, the Planning Board has extended the temporary occupancy permit through May 2019. Mrs. Chaston noted that the process for people entering was long in summer 2018, so a revised process is needed to speed up the lines. Ms. Carey noted that a number of people paying for daily admission will be switching to memberships, and the fob entry is quick. The staff is looking into options for on-line purchases for daily admission being added to fobs. The Commission reviewed the draft policy for use of the multi-purpose room, and possible fees. For discussion, \$20/hour was used for the multi-purpose room for smaller groups, and \$50/hour up to \$250, plus 5% of ticket sales for large events. Mr. DiCicco asked if vendors using the room would pay the fees. Ms. Carey noted that vendors needed to be hired by Park and Recreation to use the room, and the fee would include the Rosemary Recreation Complex fee to cover building monitors and other costs. Ms. Carey noted the most common current request was from scout troops looking for space. It would be possible to use the curtain to split the room, and then groups could share the fee. Mrs. Chaston suggested \$25/hour for small groups, with an option for waiving the fee for groups that could not afford the rate. Mr. DiCicco noted, once fees are set, they can be reviewed within the year. Mr. Gerstel suggested setting a time frame for approving the policy. Ms. Carey noted that it is “interim” so can be reviewed at any time after approval, in the event circumstances change. Mrs. Chaston suggested getting additional input from the Town Manager and other Town departments. On programming, Ms. Carey noted that Ms. O’Connor organized a meeting with programming representatives from CATH, Library and Needham Community Education, so they can coordinate, assist each other, and reduce duplication. They’ve agreed to continue to meet every two months. She has also met with the leaders of the special needs parents group, and they will be meeting with a representative from Regis College on some program ideas. Mr. Gerstel asked when pool memberships will go on sale. Ms. Carey stated it would be prior to Thanksgiving, as she is just finishing up some information to provide for the sales, including the tentative dates for the season. The Commission discussed the “grand opening” event. Mrs. Geddes noted that prior discussions had included hosting a 5K event, which takes time to put together. That could lead to a food truck event in the parking lot. Memorial Day weekend seemed to have challenges, and looking prior to that conflicted with Mother’s Day and the Great Bear Run. Ms. Carey will check to see if anything is typically scheduled for June 2nd, and the opening time for the pools could be altered on that day to allow for the event and ceremonies. Mrs. Geddes suggested that a walk might be easier to schedule. Mr. DiCicco has been looking at route options, and Ms. Carey noted they could be reviewed with Lt. Carroll who works with all the 5K or walk groups.

C. FY' 20 Operating/Capital Budgets: Mr. Gerstel noted that he and Mrs. Chaston had attended the Town Manager's review of the Park and Recreation operating and capital budget requests with Ms. Carey. Mrs. Chaston noted that the Town Manager stated that adding full-time staff was more challenging, currently, but seemed receptive to the requests for the pools. Many questions were about the pools and operations, as well as the season and staffing. The Finance Committee will review the budget on Wednesday, December 12 at 8:30 PM. Mrs. Geddes asked if the Town Manager wasn't supportive of the requests, if the requests would still be made to the Finance Committee. Mrs. Chaston suggested that it wasn't typical to ask for Finance Committee support without the Town Manager's, but it was possible. Mr. Gerstel outlined the capital requests, and stated that most questions related to the Cricket building. Mrs. Geddes noted that in addition to the High School and Park and Recreation uses of the building, there were a number of youth programs that used the park that did not have access to restrooms. Mr. DiCicco would like the Finance Committee to have the information on revenue collected vs. expenses for operating pools or programs.

D. Use of Multi-Purpose Room: Discussed under Rosemary Recreation Complex.

E. Field Scheduling Summit: Mr. Gerstel stated that groups have been notified that the annual Field Scheduling Summit will be held on Monday, December 10th at 7:30 PM. He suggested that the Commission meet at 6:30 PM to handle business prior to the summit, which will include a discussion about the synthetic turf replacement project. Ms. Carey has notified the groups that use the synthetic turf in the summer that schedules might need to be altered.

F. Playground Renovations: Ms. Carey noted that the list of playgrounds, age, and current conditions was in the operating budget request. Mrs. Geddes suggested that the Commission needs to develop criteria for prioritizing playground improvement projects. Ms. Carey noted that site amenities, including availability of parking, needed to be included in the criteria.

5. Action Items:

A. 2019 Winter/Spring Fees: The Commission reviewed the recommendations made by the Director and Recreation Supervisor, as seen in Appendix A. Mrs. Chaston made a motion to approve the fees for Winter/Spring 2019 programs, as seen in Appendix A. The motion was seconded by Mrs. Geddes and approved unanimously.

B. Memorial Bench: Ms. Carey explained that the Needham Revitalization Trust Fund Committee had been asked to assist with the collection of funds for an installation of a celebration bench in memory of Brenda Stark. They have coordinated celebration benches at the Town Common in the past. Paul Good followed the process for the Town Common with the Town Manager's Office, but did not reach out to the Park and Recreation Commission for approval. Without knowing there wasn't formal approval from the Commission, DPW installed the bench at Greene's Field. Mrs. Geddes noted

that the Commission had a process with criteria that should have been followed. Mr. DiCicco was concerned that no information was provided on the memorial which is part of the review process. Mr. Gerstel asked that the Revitalization Trust Fund committee be reminded of the process and that they provide the background information. Mr. DiCicco made a motion to approve the placement of a celebration park bench at Greene's Field, with the understanding that memorial information be provided to the Park and Recreation Commission and that no future placements will be approved without following the Park and Recreation Commission's policy. The motion was seconded by Mrs. Geddes and approved.

6. **Issues Not Reasonably Anticipated by Chair within 48 Hours:** None presented.
7. **Topics for Future Agendas:** Mr. Gerstel would like to get an update on the proposals for a replacement dock at Rosemary Lake. He also would like to discuss the idea of a sign contest for students related to picking up trash in the parks.
8. **Adjournment of Meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:15 PM. The motion was seconded by Mr. DiCicco and the meeting adjourned at 9:15 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: 2019 Winter/Spring Fee Recommendations
DATE: October 18, 2018

The following recommendations are made for fees for the Park and Recreation winter/spring programs. Some of the programs fees were approved during the fall so are not included on this list. The majority of the programs covered their costs, some with healthy net revenue after expenses.

Programs offered by private or non-profit organizations provide a fee per participant. Park and Recreation adds on a fee for costs related to providing the program, which in most cases is \$10/person, which covers \$5 towards general expenses (brochures, credit card fees, first aid supplies...), plus a \$5 fee to be deposited into the Town's General Fund in recognition of some of the time spent on the program by office staff. If held at Rosemary Recreation Complex, there is an additional fee.

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.

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.

TENNIS BADGES

In 2013, Needham finally had all three tennis court locations back in use, with a total of 12 courts. The courts at Mills and Newman were built to USTA standards for public courts. The High School courts were built under a different set of standards chosen by the PPBC, so will be monitored carefully to insure they remain in use for a number of years. The Tennis Court monitor visits each court location multiple times throughout the week.

Note: there are no tennis courts at Pollard. The original two courts were taken out in the late 1990's and the area was paved for multiple uses, including Pollard's physical education program, and in-line skating and street hockey. Four years ago, an Eagle Scout painted the outline for Quick Start tennis which is for young children starting to learn how to play tennis, and those areas were repainted after the area was used for temporary parking during construction. Portable nets are used for that program.

The tennis badge fees collected each year are range from \$5,000 – 6,000 in a calendar year and are used for the following purposes:

- Roving tennis court monitor; approximately 10 hours a week (\$2,500)
- Badges, forms, brochures (\$500)

The remaining funds are used when needed to purchase replacement nets (\$250/each) and make minor repairs. As the funds are kept in the Revolving Fund, they are not returned at the end of the fiscal year, so that maintenance funds can accumulate. Currently, there is approximately **\$25,300.00** available for use at tennis courts.

TENNIS BADGES (cont.)

Some projects under review:

- Purchase additional replacement nets
- Purchase replacement wind screens
- Replace signs
- There is also a request to consider converting some courts for use for pickle ball.

Badges sold in 2018:

Family	103
Individual	14
Seniors	24

Scholarships: 6 Family (\$270 value)

2019 Fee Recommendation: \$30 individual
\$15 senior
\$45 family

COMMUNITY PROGRAMS

Family Fishing Festival

One of our annual favorites – the 19th Needham Family Fishing Festival (Fishing Derby) will be held this spring, at no charge to the participants. Participants bring a pole or borrow one for a morning of fishing. MA Division of Fisheries and Wildlife help with the Needham Reservoir stocking and on-site fishing instruction. The expense last year was from staffing costs.

FY'18 Revenue: \$0 Expenses: \$52

2019 Fee Recommendation: FREE

Touch the Trucks

During this annual event, young children (and big kids at heart) are invited to climb into the Town of Needham's DPW trucks at DeFazio. This is part of the celebration of National Public Works Week.

FY'18 Revenue: \$0 Expenses: \$0

2019 Fee Recommendation: FREE

Community Gardens

This program is currently held on private property behind the Petrini Apartments on Tillotson Road. Participants are given plots for a season (spring, summer, and fall) and the fee is placed in the General Fund to reflect the use of water. DPW plows the plots one time in the spring, and all other work is handled by the participants.

FY'18 Revenue: \$315 Expenses: \$0

2019 Fee Recommendation: \$35 per plot per season

YOUTH PROGRAMS

Girls on the Run

New! For girls in Grades 3-5, a 10-week program held twice a week designed to inspire girls to recognize their inner strength and celebrate what makes them one of a kind. Trained coaches will lead small teams through the Girls on the Run-Greater Boston Site research-based curriculum which includes dynamic discussions, activities and running games. The program will be based out of Rosemary Recreation Complex. It will include a service project and a celebratory 5K event.

2019 Fee Recommendation: \$190 per participant

MA Sports League – Whiffle Ball

New! Whiffle Ball is a six week session of for ages 8-13. Program has a maximum of 25 and will be held indoors at Pollard.

2019 Fee Recommendation: \$100 per participant

Valentine's Card Making Workshop – Early Release Day

New! Participants in Grades 1-5 will make their own holiday cards, using a variety of techniques in a 1.5 hour workshop. They can try following a design or creating their own. This program is offered by Cards and Conversations at Rosemary Recreation Complex.

2019 Fee Recommendation: \$40 per participant

Glass Bar – Early Release Day/No School Day

The return of a popular program for early release days and no-school days. Participants learn to cut, grind and design glass in special projects. There will be six early release day options and 3 no school day options.

Registered Participants: Averaged - 7/15

Scholarships: 1 (\$35)

FY'18 Revenue: \$1,610 Expenses: \$1,250

2019 Fee Recommendation: \$35/participant/2 hour early-release day workshop

\$110/participant/4 hour no-school day workshop

Girls Night Out

New! Participants in Grades 3-5 will make their own handmade cards, following a pattern or their own creation in a 1.5 hour workshop. This program is offered by Cards and Conversations and will be held at Rosemary Recreation Complex.

2019 Fee Recommendation: \$40 per participant

Make It, Take It, Bake It!

New! A program for 5-10 year olds. Two single-day, 2 hour workshops will be offered for participants 5 – 10 years old. This will be offered by a staff person. The maximum is 8 participants, and minimum is 5 participants. Each workshop will consist of a single item that will be taken home in a bake safe dish.

2019 Recommendation: \$60/two hour workshop/participant/workshop

School Vacation Programs

Glass Bar – Vacation Week

This four day program is held from 10 AM to 12 Noon during April vacation. The participants will learn to cut, grind and design glass, learning the fun process of mosaics while creating their own mosaic mirror.

Registered Participants: 4/10

Scholarships: 2 (\$140 value)

FY'18 Revenue: \$510 Expenses: \$520

2019 Recommendation: \$140 per participant per 4 day session

Right Brain Curriculum

Right Brain Curriculum will be offering 2- 2 day (4 hours each day 9:00am-1:00pm- participants will eat lunch during the program) programs during February and April vacations. All programs are geared towards participants ages 7-10.

Business Sharks

Participants play the role of young entrepreneurs as they start with the germ of an idea for a business and product and take it through the entire entrepreneurial process. Participants develop prototypes, formulate a business plan and devise a marketing strategy. They learn through contextual lessons on concepts such as wages, profits and branding while designing print ads, acting out "TV commercials," researching real estate locations and designing their storefronts. The class concludes with our young executives pitching their ideas to a "Shark Tank" panel of parents. These young entrepreneurs will really be taking care of business! *This program was offered last year but did not run.*

2019 Fee Recommendation: \$120 per participant per 2-day session

NEW! Expert Architects

The sky is the limit in *Expert Architects*! In this math, writing and presentation class, students each serve as president of a new architectural firm and are tasked with designing and building the city's next skyscraper. Students study a kid-friendly history of skyscrapers and create a blueprint of their own stylized tall building. They then must weigh other considerations including the environment, traffic and surrounding buildings using Google Earth to find the perfect location for their project. Our expert architects create a three-dimensional model of the structure and present their work to invited parents.

2019 Fee Recommendation: \$120 per participant per 2-day session

NEW! The World According to Google Earth

In *The World According to Google Earth*, participants use virtual maps, library books and online encyclopedias to find answers to six key questions about a country of their choosing. The participants create presentations to inform the class about their chosen nation. Meanwhile, they learn to use Google Earth to create their own maps — adding placemarks, measuring distances and adding photographs. In the final part of the class, students create a model "World's Fair" with each pair of participants designing a national pavilion for their country out of Legos. Geography class will never be the same

2019 Fee Recommendation: \$120 per participant per 2-day session

The Lego Civics' Projects

Participants learn to build a fully-planned and intricately-designed model Lego city and learn to govern it. Students learn about elections, constitutions, flags, currency, budgets and the environment as they serve on a city council which must make key governing decisions about the city. Students have the opportunity to run for mayor, open their own business, debate city issues and respond to natural disasters and citizen concerns.

Registered Participants: 15/115

Scholarships: 0

FY'18 Revenue: \$1,500

Expenses: \$1,335

2019 Fee Recommendation: \$120 per participant per 2-day session

Thundercats Sports Jam

Run by Thundercats Sports, participants will play basketball, soccer, floor hockey, dodge ball, ultimate football, and other fun games during this 4-day program. In the past, a half day option was given, but this year, it will be a full day program from 9 AM – 4 PM. It will continued to be offered during February and April Vacation in 2019.

Registered Participants: February: 22/24
20 full, 2 half

Scholarships: February: 1 (\$165 value)

Registered Participants: April: 23/24
20 full; 3 half

Scholarships: April: 1 (\$165 value)

FY'18 Revenue: \$6,585

Expenses: \$6,871

2019 Recommendation: \$190/full day

Summer Volunteers

Though this is a summer program, registration begins in early April so that final applications can be accepted by early June and all the volunteers can be organized and trained. Volunteers, age 11 and up, assist the staff at summer programs and the pool. The majority of the summer staff has spent some time in the volunteer program, and many other volunteers go on to work with other organizations, having learned some valuable work skills. Costs per participant include volunteer shirts.

Registered: 213

Scholarship: 0

FY'18 Revenue: \$5,028

Expenses: \$765

2019 Recommendation: \$25 per participant per session

ADULT PROGRAMS and SENIOR PROGRAMS

Cards, Coffee & Conversation

New! For seniors, ages 55+, participants will be taught to make handmade cards at Rosemary Recreation Complex. All materials are provided for stenciling, rubber-stamping, water color and other techniques. Individual workshops scheduled one morning a month from January through June. The program is offered by Cards and Conversations.

2019 Fee Recommendation: \$40 per participant per workshop

2019 Winter/Spring Fee Recommendations

PROGRAM NAME	FUNDING SOURCE	APPROVED 2018	RECOMMENDED 2019	PER UNIT FEE	UNITS PER WEEK	SESSIONS PER SEASON	STAFF OR CONTRACT	GENERAL FUND DEPOSIT	RRC FEE	SCHOLARSHIP %	2019 APPROVED
YOUTH PROGRAMS											
Tennis Badges	Revolving	\$30.00/Individual, \$45.00/Family, \$15.00 Senior	\$30.00/Individual, \$45.00/Family, \$15.00 Senior	\$30.00/Individual, \$45.00/Family, \$15.00 Senior	N/A	N/A	Staff	\$0.00	\$0.00		\$30.00/Individual, \$45.00/Family, \$15.00 Senior
Family Fishing Festival	Revolving	\$0.00	\$0	\$0.00	1 day	1 event	Staff	\$0.00	\$0.00		\$0
Touch the Trucks	Revolving	\$0.00	\$0.00	\$0.00	1 day	1 event	Staff	\$0.00	\$0.00		\$0.00
Community Gardens	General Fund	\$35.00/plot	\$35.00/plot	\$35.00	N/A	N/A	Staff	\$35.00	\$5.00		\$35.00/plot
Girls on the Run	Revolving	N/A	\$190.00/participant	\$19.00	1 day	10 weeks	Staff	\$5.00	\$5.00		\$190.00/participant
Whiffle Ball - MA Sports League	Revolving	N/A	\$100.00/participant	\$16.00	1 day	6 weeks	Contract	\$5.00	\$0.00		\$100.00/participant
Valentine's Card Making Workshop	Revolving	N/A	\$40.00/participant	\$40.00	1 day	1 event	Contract	\$5.00	\$5.00		\$40.00/participant
Glass Bar - Early Release and No School Days	Revolving	\$35.00/2-hour session	\$35.00/2-hour early release day session, \$110.00/4-hour no school day session	\$35.00 or \$110.00 per event	1 day	9 events	Contract	\$5.00	\$0.00		\$35.00/2-hour early release day session, \$110.00/4-hour no school day session
Girls Night Out	Revolving	N/A	\$40.00/participant	\$40.00	1 day	1 event	Contract	\$5.00	\$5.00		\$40.00/participant
Make It, Take It, Bake It!	Revolving	N/A	\$60.00/participant	\$60.00	1 day	2 events	Staff	\$5.00	\$5.00		\$60.00/participant
Glass Bar - Vacation Week	Revolving	\$140.00/participant	\$140.00/participant	\$35.00	4 days	2 sessions	Contract	\$5.00	\$0.00		\$140.00/participant
Right Brain Curriculum: Business Shark, Expert Architects, The World According to Google, The LEGO Civics' Project	Revolving	\$100.00/participant	\$120.00/participant	\$60.00	2 days	4 sessions	Contract	\$5.00	\$5.00		\$120.00/participant
Thundercats Sports Jam - Vacation Program	Revolving	\$165.00/full day, \$130/half day	\$190.00/full day	\$47.50	4 days	1 week	Contract	\$5.00	\$0.00		\$190.00/full day
Summer Volunteers - Pool and Programs	General Fund	\$25.00/volunteer (\$0.00 for pool volunteers if they have a membership)	\$25.00/volunteer (\$0.00 for pool volunteers if they have a membership)	\$25.00	N/A	N/A	Staff	\$25.00	\$0.00		\$25.00/volunteer (\$0.00 for pool volunteers if they have a membership)
Cards, Coffee & Conversation	Revolving	N/A	\$40.00/participant/workshop	\$40.00	1 day	6 events	Contract	\$5.00	\$5.00		\$40.00/participant/workshop
ADDITIONAL FEE RECOMMENDATIONS (11/2)											
Early Release Day Trips - 6th-8th Grade	Youth Center	various	\$65.00/participant/event	\$65.00	1 day	various	Staff	\$0.00	\$0.00		\$65.00/participant/event
Early Release Day Trips - 1st-5th Grade	Revolving	various	\$65.00/participant/event	\$65.00	1 day	various	Staff	\$5.00	\$0.00		\$65.00/participant/event
Early Release Day Events (Plan B) 1st-5th Grade	Revolving	various	\$35.00/participant/event	\$35.00	1 day	various	Staff	\$5.00	\$5.00		\$35.00/participant/event