

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

**Minutes of Meeting
December 10, 2018**

PRESENT: Christopher J. Gerstel, Chairman
David C. DiCicco, Member
Michelle S. Geddes, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director

ABSENT: Cynthia J. Chaston, Vice Chairman

GUESTS: Anthony DelGaizo, Town Engineer

Mr. Gerstel called the meeting to order at 7:00 PM at the Rosemary Recreation Complex. Mr. Gerstel noted that Mrs. Chaston would be late because of another obligation, arriving in time for the Field Scheduling Summit.

1. **Minutes of Meeting – November 26, 2018:** Mr. Toolan made a motion to approve the minutes of the November 26, 2018 meeting. The motion was seconded by Mrs. Geddes and approved unanimously.
2. **Director's Report:** The Commission reviewed the written report. Ms. Carey reported that she was approached by a local real estate agent on behalf of a client. A parcel is for sale adjacent to property under the Commission's jurisdiction and the client had interest in purchasing 1-2 acres to increase the adjacent property size for a specific use. The consensus of the Commission was that they were not interested in selling any parcels of land under their jurisdiction. Mr. Gerstel gave an update on the recent Rail Trail Advisory Committee meeting. Member James Goldstein has submitted a request for \$15,000 design funds to the CPC, and in the spring will submit for construction funds through a state grant. Mr. Goldstein is representing the Bay Colony Rail Trail Association, who are looking to have a trail head and parking created between Charles River Street and Fisher Street. The Commission reviewed the CPA applications relevant to the Commission. Mr. Toolan felt that the Cricket Fieldhouse project should be withdrawn, and suggested prioritizing the other projects. Mr. Gerstel can withdraw the application from the CPC, but Mr. DiCicco suggested that it remain in the capital plan for the future. Mrs. Geddes noted that not getting the building repaired could impact future program use of the fieldhouse. The consensus on priority is (1) the Rosemary projects; (2) the playground projects; (3) the renovations at Dwight; and (4) the Rail Trail projects. Ms. Carey noted the Cultural Council possible project with an artist designing a wrap for the electrical box at the entrance to Rosemary Recreation Complex. She also noted that DPW met with Eversource and MBTA on additional work to be done on the slope at DeFazio.

3. **Program Report:** The Commission reviewed the report submitted by the Recreation Supervisor. Mr. Gerstel asked that an update on pool memberships be sent to the Commission.

4. **Discussion Items:**

- A. **Office Staffing:** Discussed later in the meeting.

- B. **Rosemary Sediment Removal:** Mr. Gerstel welcomed Town Engineer Tony DelGaizo. Though the federal government, through the EPA, is pushing to have the sediment removal project done, the state delayed the start of the project through its permitting project and the requirement for a water quality certificate. The permit states that the lake should be full in April/May, and the estimated time to do the work is 6-8 months depending on weather conditions. Mr. DelGaizo is recommending starting the drawdown of the lake at the end of August, which will be quiet and will not be noticed by most pool visitors. The contractor would then be ready to start in early September. Mrs. Geddes asked what equipment would need to be on site for the drawdown, and Mr. DelGaizo said that none would be needed during that phase. Mr. DiCicco asked if there would be a smell. Mr. DelGaizo noted that there could currently be some odor during the heat of the summer, but nothing additional due to the drawdown. Mr. DelGaizo explained the process after the drawdown, which will leave a small ponded area for fish. A ramp will be built down into the lake from the Chambers Cove lot and trucks will pull down, be filled, and will pull out. Most of the sediment will likely go to a quarry in Saugus which is looking for fill. A small amount that is contaminated will go to a special location in New Hampshire. Mr. Gerstel asked what the consequences were if the project was not complete by April 2019. Mr. DelGaizo did not expect anything of concern, due to the strong support from the EPA. Work can be done in cold weather, so it is only extreme cold or prolonged cold temperatures that would impact the schedule. Mr. Gerstel noted that the Commission was supportive of the time schedule. He reminded Mr. DelGaizo that the memorials in Chambers Cove need to be protected during the project.

- A. **Office Staffing:** Discussed later in the meeting. Mr. Gerstel noted that the Assistant Director would not be returning, so the process for filling the position would begin. Mr. Toolan noted that the long-term business needs should be considered when filling the position, and that the Assistant Director job description should be updated to include more oversight of aquatics. The Commission needs to support the department's request for an additional full-time staff member. Mr. DiCicco would like the Assistant Director to be running the facility. Mrs. Geddes stated that there shouldn't be a long delay in hiring, as the department needs to be working on summer at this time. Mr. Gerstel will discuss with the Assistant Town Manager.

5. **Action Items:**

- A. **2019 Winter/Spring Fees:** The Commission reviewed the recommendations made by the Director and Recreation Supervisor (*Appendix A*). Mr. Toolan 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. Field Scheduling Summit: Mr. Gerstel reviewed the agenda for the field scheduling summit.

- 6. Issues Not Reasonably Anticipated by Chair within 48 Hours:** None presented.
- 7. Topics for Future Agendas:** Mr. Toolan suggested reviewing prior requests.
- 8. Adjournment of Meeting:** Mr. DiCicco made a motion to adjourn the meeting at 7:25 PM and to move to the Field Scheduling Summit. The motion was seconded by Mrs. Geddes and the meeting adjourned at 7:25 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 – Part Three
DATE: December 10, 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.

YOUTH PROGRAMS

Hoop It Up!

This is a basketball clinic February vacation program, held for ages 7-13, with a minimum of 15 participants and a maximum of 30. The program is taught by Park and Recreation staff and volunteers from NHS basketball programs. This program was held in the past for three days, and is increasing to four days this year. It will remain a half day program, from 9 AM – 12 Noon.

Registered Participants: 34 (30) – were able to add off wait list

Scholarships: 3

FY'18 Revenue: \$2,035

Expenses: \$1,043

2019 Fee Recommendation: \$105/participant/4 half days

Vacation Programs at RRC

New Format! The department staff has offered half day programs with a variety of activities in prior years, under the names Snowy Dayz and Spring Dayz. Due to staffing issues, and low registration numbers, the programs weren't held in Winter/Spring 2018. Activities will include indoor games, craft projects and outdoor play for elementary school aged children, with a minimum of 10 and maximum of 30 participants. Participants can attend 9 AM – 4 PM; 9 AM – 12 Noon; or 1 PM- 4 PM. Snacks are provided; participants bring own lunch.

2019 Fee Recommendation: **\$140/full day for 4 days**
 \$35/fully day for 1 day
 \$60/half day for 4 days
 \$15/half day for 1 day

ADULT/SENIOR ADULT PROGRAMS

Senior Golf League

The Needham Golf Club sets their fees annually, so the Commission approves the fee at this time of year. The department collects \$32 to cover costs, including the program coordinator. The remainder of the fee is for the green's fee. Participants pay for 8 rounds initially, and will make an additional payment for additional rounds.

Registered: 86/128 (2 session total)

Scholarships: 0

FY'18 Revenue: \$ 19,177 Expenses: \$18,672

2019 Fee Recommendation: \$280/participant

Adult Golf Lessons

Some format of this program has been offered for more than 25 years. Lessons are held at the Needham Golf Club under a contract which is for \$100/person for a five class session.

Registered: 22/28 (FY'18) 31 (FY'17) 14 (FY'16)

Scholarships: 1

FY'18 Revenue: \$2,205 Expenses: \$2,200

2019 Fee Recommendation: \$110/participant

Adult Tennis Lessons

Some format of this program, or other adult tennis program, has been offered for about 30 years. Outdoor classes are held in the spring, and in some years, in the fall. In prior years, indoor lessons were offered, but often cancelled due to low enrollment.

Registered: 63/70 (FY'18) 54/60 (FY'17) 54/60 (FY'16)

Scholarships: 0

FY'18 Revenue: \$4,395 Expenses: \$2,275

2019 Fee Recommendation: \$75/participant

Needham Community Theater – Introduction to Musical Theater Dance

New Adult Program! An adult dance class geared towards musical theater dance numbers from Broadway or other musical shows. Basic dance numbers are taught in a fun atmosphere, for ages 17+, in an 8 week class that is 2 hours in length. The maximum number of participants is 15, with a minimum of 5.

2019 Fee Recommendation: \$165/participant

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											
Hoop It Up	Revolving	\$75.00	\$105.00/participant	\$26.25	4	1	Staff	\$5.00	\$0.00		\$105.00/participant
Vacation Programs at RRC	Revolving	\$100.00 (4 days)	\$140.00 (4 days/full day) \$35.00 (1 day/full day) \$60.00(4 days/half day) \$15.00(1 day/half day)	N/A	N/A	1	Staff	\$5.00	\$5.00		\$140.00 (4 days/full day) \$35.00 (1 day/full day) \$60.00(4 days/half day) \$15.00(1 day/half day)
Senior Golf League	Revolving	\$272.00	\$280.00/participant	N/A	1	1	Staff	\$5.00	\$0.00		\$280.00/participant
Adult Golf Lessons	Revolving	\$110.00	\$110.00/participant	\$22.00	1	1	Staff	\$5.00	\$0.00		\$110.00/participant
Adult Tennis Lessons	Revolving	\$75.00	\$75.00/participant	\$15.00	1	1	Staff	\$5.00	\$0.00		\$75.00/participant
NCT - Introduction to Musical Theater	Revolving	N/A	\$165.00/participant	\$20.00	1	1	Staff	\$5.00	\$5.00		\$165.00/participant

Field Scheduling Summit
Park and Recreation Commission
Trustees of Memorial Park
Monday, December 10, 2018
Rosemary Recreation Complex

Present: *Park and Recreation Commission* – Chris Gerstel, Chairman; Cynthia Chaston, Vice Chairman; Dave DiCicco, Member; Michelle Geddes, Member; Matt Toolan, Member
Trustees of Memorial Park – John Gallelo, Chairman
Staff: Patricia Carey, Director of Park and Recreation; Edward Olsen, Superintendent of Parks and Forestry; Angela O'Connor, Recreation Supervisor; Dan Lee, NHS Athletic Director
Needham Soccer Club: Mark Miskin, Eric Meyers, Lee Popper
Needham Track Club: John Hrones
Needham Baseball and Softball: LJ Gage, Paul Siegenthaler
Needham Junior Football: Doug Fox
Needham Flag Football: John Kingston
Needham Girls Lacrosse: Mark Allen
Needham Boys Lacrosse: Mark Verville
Needham Field Hockey: Dina Hannigan
Charles River YMCA: Marco Ciavattone
Temple Aliyah: Robert Brown, Carl Rubin
Needham Frisbee Club: Bill Gallagher
Coed Industrial Softball: Al Shapiro
Baystate Football Clinic: Tom Lamb
Tighe and Bond: Brad Mezquita

Park and Recreation Commission Chairman Chris Gerstel brought the meeting to order at 7:30 PM. Participants introduced themselves to the group.

Memorial Park: Chairman of the Trustees of Memorial Park John Gallelo noted that the new field house construction is underway at the park, and though it appears to be going slowly, it is still anticipated to be complete before July 3rd/4th events. Ms. Carey noted that the steel is being delivered, so the structure will start to be formed this week.

Trash: Mr. Gerstel noted that trash remains an issue and asked that all organizations continue to remind their participants and visiting teams about the importance of picking up trash and place in proper receptacles. He noted that the DPW is instituting a pilot program at Memorial Park and DeFazio Park with Big Belly units for trash and recycling.

Concussions: Commissioner Dave DiCicco noted that the organizations had been part of discussions with the Board of Health and staff for several years related to concussion protocols and training for coaches. The draft regulations have been sent to the groups, and the Board of Health has two public hearings this week, with a Wednesday, December 12th evening hearing at Center at the Heights, and a Friday, December 14th early morning meeting at Rosemary Recreation Complex. Mr. DiCicco plans on attending the hearings but encouraged others to attend.

Synthetic Turf Replacement Project: Mr. Gerstel welcomed DPW Superintendent of Parks and Forestry Ed Olsen and consultant from Tighe and Bond Brad Mezquita. Mr. Olsen noted that design work was underway with the hope to have the project out to bid prior to the May 2019 Annual Town Meeting. He noted the importance of the replacement project, as the GMAX testing done on the fields is approaching the level that indicates “failure.” The sun impacts the quality of the turf over time, and though infill mix is regularly replaced, the levels still decrease over time. Tighe and Bond has been hired to help review user input, evaluate current conditions, provide information on qualities of new products, and prepare the bid specifications. The current fields are Field Turf with a mixture of crumb rubber/sand infill mix. The Health Department has the fields tested annually, with no health concerns found in any of the reports. Current practice for municipal fields is to add a shock pad below the carpet level, which helps maintain cushioning but also reduces the amount of infill mix that is needed.

Consultant Brad Mezquita has surveyed both parks and found that the carpet at both sites is nearing the end of its useful life at ten years. The most wear is seen on the Memorial Park turf, with Founders Field at DeFazio the second most worn. Brock Field has less wear patterns. Mr. Mezquita noted that tests have been done on the drainage systems, and all are working appropriately, indicating that no major work will be needed on the drainage systems. He would recommend adding protective netting at DeFazio along the slope from the railroad tracks; replacing the park soil pitching mound on the 60’ diamond at Memorial Park with synthetic turf; replacing goal posts at Memorial Park; and adding permanent markers to help with marking out the lines at each field.

Bill Gallagher from Needham Frisbee Club asked for the impact on summer use schedules for the fields at the parks. Mr. Olsen said the goal would be to have both parks ready for fall sports. The hope would be to start DeFazio right after the spring season is over, and then start Memorial right after July 4th. The actual impact at each park is unknown right now, but the project would likely be about 8 weeks. Doug Fox from Junior Football asked if there would be no August use of Memorial, but Mr. Olsen stated that there would likely be some, but not in early August. Mark Miskin from Soccer Club asked if the project was basically “peel and replace” which Mr. Olsen agreed that it was. Mr. Miskin asked if new products might last longer, even with the type of heavy use by groups in Needham. Mr. Mezquita noted that there have been lots of improvements over the past ten years, helping prolong life from 8-12 years to 10-15. Ms. Carey noted that the addition of the shock pad could also help prolong the life of the carpet. Mr. Olsen noted that the goals of the project are related to athlete safety as well as durability. Mr. Mezquita noted that the pad can also reduce strain on leg muscles. Dina Hannigan from Youth Field Hockey asked about field hockey lines at Memorial Park. Ms. Carey noted that, under the warranty agreement, the installer provided lining for 2 sports per field and the prior Athletic Director had opted not to have them at Memorial Park, so the current Athletic Director will be part of that discussion. Doug Fox at Junior Football recommended keeping the Health Division involved during the design phase. He anticipates that some Town Meeting members will question the health impacts of playing on synthetic turf fields, and there is mixed information on the Internet.

Mr. Olsen noted that the current fields are a monofilament, with single strands with a spine. Other fields use a split filament. Both have pros and cons, and now many municipalities are moving towards a hybrid of the two forms. Infill mixes have various options, including organic options. Athletic Director Dan Lee asked about possible in-fill mixes that would help with heat issues in June and September. Mr. Olsen noted that Wellesley has tried some different organic options. They had to replace the first type that was tried due to failure and are currently trying a second type. Organics disintegrate and clog the drainage system. Mr. Mezquita also noted that the black infill was beneficial in the early spring and late fall. Mark Verville from Boys Lacrosse asked if the new fields could be plowed. Mr. Olsen noted that the Town has tried plowing but did some damage and displaced a large amount of infill mix. At Memorial Park, he experimented with adding infill mix on top of the snow cover, which was an effective process to help melt the snow cover and replace infill mix, so that is the preferred method. Ms. Carey noted that plowing would only be done for high level games, most likely at the High School level. LJ Gage from Needham Baseball and Softball asked if there were discussions about alternate layouts. Mr. Olsen noted that the two boards were not requesting layout changes. Lee Popper from Soccer Club asked about fields without infills. Mr. Mezquita stated that it is a more expensive product and not optimal for the multi-uses, but typically seen at the college level for one sport fields. Mr. Popper also asked about the summer scheduling, as the groups offering clinics need to start registration prior to knowing the actual schedule. Mr. Olsen suggested all groups have a back-up plan, and Ms. Carey noted that it would be challenging, but efforts would be made to accommodate regular summer uses. Clinics are typically offered by Bay State Football, Soccer Club, and Community Education. Mr. DiCicco asked about locations to visit. Mr. Mezquita stated that Westwood has a pad on the new High School field, but opted for monofilament. Nashoba Valley Tech has the hybrid with a pad. Mr. Olsen will develop a list of places to visit.

Maintenance and Scheduling: Parks and Forestry has finished most of their late fall tasks, aerating and overseeding. He noted it was a challenging growing season, with drought conditions followed by flooding conditions. Some other towns in the region lost some fields to a disease, but Needham did not have that issue. Mr. Olsen has started a program on the elementary school fields at Broadmeadow, Eliot, Hillside and Mitchell. The Eliot School changed how they used the fields and were able to get a good growing result. Hillside is improved, and Broadmeadow was assisted with a project funded by Needham Baseball and Softball. NHS Athletic Director Dan Lee noted the new unified sports programs added at the High School. The High School is also required to have an AED at all field sites. He is having a permanent unit placed at DeFazio which will be accessible for all groups. Ms. Carey reported that the Town now has two annual contracts for control of Canada Geese. One company has trained border collies that will be scheduled for visits. The second company has an organic spray for grass that geese do not enjoy the taste of, so they move to find another location to feed. Both options have been done in the past, but will have a more formal schedule now. Mr. Toolan reminded the groups that dogs are not permitted at Memorial Park or DeFazio Park. John Hrones from Needham Track Club asked for additional signage.

The discussions concluded at 8:50 PM, and individual organizations discussed use of fields with each other.

Respectfully submitted,

Patricia M. Carey, CPRP
Director of Park and Recreation