

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

**Minutes of Meeting
November 24, 2008**

PRESENT: Brian S. Nadler, Vice Chair
William R. Dermody, Member
Christopher R. Dollase, Member
Philip V. Robey, Member
Karen A. Peirce, Assistant Director

ABSENT: Cynthia J. Chaston, Chairman
Patricia M. Carey, Director

GUESTS: Bob Cohen, Resident

The meeting convened at 7:00PM at the Board of Selectmen's meeting room located in the Town Hall.

1. **Minutes of Meeting November 10, 2008:** Mr. Dollase made a motion to accept the minutes of the November 10, 2008 meeting. Mr. Dermody seconded the motion and the minutes from the November 10, 2008 meeting were approved.
2. **Financial Report:** None presented.
3. **Correspondence**
 - A. **Letter to Burr Cooperative Nursery School:** Ms. Carey sent a letter to the Burr Cooperative Nursery School informing them of the Park and Recreation sign policy which includes only Needham non-profit groups to advertise for special events on the Claxton Field fence.
4. **Assistant Director Report:**
 - The Turkey Hunt was a very successful although only 50 out of 85 registered people attended. A number of people volunteered to assist including two Park and Recreation Commissioners, Chris Dollase and Bill Dermody. A live turkey was there for the festivities compliments of Owen's Poultry Farm.
 - Ms. Carey and Ms. Peirce met with members of the Technology Department, Public Facilities, Treasurer and the Assistant Town Manager to discuss information required for an RFP for an online registration software package. Ms. Peirce is compiling the information and will give to Ms. Carey upon her return.

- The Winter/Spring 2009 brochure is at the printers and will be mailed to all Needham residents the first week in December.
- Ms. Peirce attended a meeting to discuss summer building use for summer programs. It was recommended that the Sports Specialties Program be moved to the High School and the Mini Evergreen program be moved to the Hillside School.

5. Discussion Items:

A. Director's Report: A written report was submitted prior to the meeting. Mr. Dermody and Mr. Robey noted that they have both driven by Memorial Park after dark and the field lights were still lit although no players were using the field. Mr. Robey noted November 21 at 5PM and Mr. Dermody noted November 24th at 5:00PM. It is their understanding that the lights were able to be controlled manually and they were concerned why they were not turned off after use. Mr. Nadler suggested this issue be discussed further with Ms. Carey at a future meeting.

B. Community Preservation Coalition Legislation Update: Mr. Nadler brought the information regarding the Community Preservation Coalition Legislation Update to the Community Preservation Commission and it was well received. Stuart Sagnore(sp) from the State Community Preservation Commission will draft a letter in support of the legislation and he would like to schedule a meeting with the Park and Recreation Commission and Community Preservation Commission members to explain what the legislation entails. Mr. Nadler suggested further discussion is required at a future meeting when Mrs. Chaston and Ms. Carey are present.

C. Commission Important Issues: Mr. Nadler reviewed the article written by Ms. Carey for the MRPA newsletter regarding Boards and Commissions and different steps to take to assess performance. Mr. Nadler suggested at the last meeting that each month one Commissioner report on one of their important issues. Mr. Robey recommended each Commissioner set up a time to meet with Ms. Carey to review the important issues and to clarify the action needed to be taken. This process is meant to help Ms. Carey and not add more to her work load. This topic will be put on the agenda for discussion at a future meeting.

D. Other Business: Mr. Robey mentioned that he and Ms. Carey had met with Mr. Borris regarding a parcel of land located on Greendale Ave. Mr. Borris called Mr. Robey today and wanted to know if there had been any decision made regarding the parcel. Mr. Robey indicated that Ms. Carey was on vacation and that he would call Sandy Cincotta in the Town Managers office to inquire. Mr. Robey was unable to reach Ms. Cincotta but he asked Ms. Peirce to contact Ms. Cincotta tomorrow to let her know Mr. Borris is looking for information. Mr. Dollase announced the Newman School Playground Committee is underway and he will be the Committee liaison to the Park and Recreation Director.

6. Action Items:

A. Coulton Park Neighborhood Request: Mr. Dermody made a motion to grant permission to the Coulton Park Neighborhood to install a temporary ice skating rink on Coulton Park. Mr. Dollase seconded the motion and the motion was approved.

B. Special Event Request: Relay for Life: Mr. Dollase made a motion to approve the request to host the Relay for Life Event on May 16 & 17, 2009 at the Newman School Fields. The approval is subject to the Relay for Life coordinator working out the specific details with Ms. Carey. Mr. Robey seconded the motion and the motion was approved.

C. Community Preservation Applications: The Commissioners reviewed the three Initial Eligibility Project Application forms submitted by the Board of Selectmen, Conservation Commission and Park and Recreation Commission to the Community Preservation Committee. The projects included a \$15,000 request for a Trail Preservation Coordinator, \$25,000 Additional Easement Research to Complement Master Plan for Trails, and \$55,000 for Design Funds for All-Person's Trail around Needham Reservoir. Mr. Dermody expressed concern over using Open Space funding for a part time position. Mr. Nadler indicated that the CPC will determine if it is eligible for CPC funding. Mr. Dermody also noted in the 3 initial eligibility applications not one identified a parcel of land to be purchased. Mr. Dollase made a motion to approve the 3 initial eligibility project applications to the CPC as seen on Attachment A. Mr. Dermody seconded the motion and the motion was approved. If it is approved by the CPC in the final evaluation then the applicant will need to submit a complete application for a review process by the CPC. Mr. Nadler will speak to the CPC Chairman Paul Siegenthaler to find out if a place holder has been submitted for the Greendale Ave. parcel of land.

7. Adjournment: Mr. Dollase made a motion to adjourn the meeting 7:40 PM. Mr. Dermody seconded the motion and the meeting adjourned at 7:40PM.

Respectfully submitted,

Karen A. Peirce, CPRP, CTRS
Assistant Director