

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

**Minutes of Meeting
August 24, 2020**

PRESENT: Cynthia J. Chaston, Christopher J. Gerstel, Matthew M. Toolan

ABSENT: Michelle S. Geddes, Bruce R. Williams

STAFF: Stacey Mulroy, Kristen Wright

GUESTS: Rick Merson

Ms. Chaston called the meeting to order at 7:05 PM remotely using Zoom. Ms. Chaston read a statement regarding public meeting process due to COVID-19.

1. Open Forum – Public Comment

None presented

2. Director's Report

Ms. Mulroy reviewed the report with the Commission.

Ms. Mulroy discussed the bid opening for the Pools Closing. Ms. Wright stated that the bid came in at \$20,702 for the Pools Closings. Mr. Gerstel asked if this was on target and Ms. Mulroy stated that it was within the amount that was expected. Ms. Chaston asked what the next steps are. Ms. Mulroy stated that we will review the bid and check references if necessary, and then execute it. Ms. Wright stated that as soon as the contract is executed then they can begin their work. Ms. Chaston asked about the length of time the work will take. Ms. Mulroy stated that it should take about 3 weeks as the Town staff will handle the external shut down tasks. Ms. Wright stated the work must be completed in by October 30th. Ms. Chaston asked when we will begin to discuss the opening. Ms. Mulroy stated that we are looking at December to being the bidding process and we will be looking into executing a three-year contract. Ms. Chaston asked when we should start working on this process.

The Commission discussed the field summit that was held last year as well as holding another one before the spring season.

Ms. Chaston asked about the vandalism at the Pollard fields. Ms. Mulroy stated that someone drove onto the field and did donuts. Ms. Mulroy stated that a police report was filed and the Parks team work to fix it and we are continuing to let the field rest.

Ms. Mulroy stated that we are waiting on playground assessments to determine the state of the playgrounds throughout Town. Ms. Mulroy stated that the maintenance level of the assessment is what she is mostly interested with this assessment and this would be the first step-in long-term goals for the playgrounds. Mr. Toolan stated that he would like the Commission to be involved in the long-term plan with all the stakeholders.

Mr. Gerstel updated the Commission on the two Park and Recreation driven CPC projects after the Public Meeting that CPC held. Mr. Gerstel suggested that we received letters of endorsement from users of the track to discuss the benefits. Mr. Toolan agreed with Mr. Gerstel's suggestion to get endorsements. Mr. Toolan stated that there are athlete safety concerns that need to be addressed. Ms. Chaston asked about the logistics for Town Meeting for these articles. Mr. Gerstel stated that it might be beneficial to have a few videos of endorsement. Mr. Toolan stated that he can send the endorsements to Ms. Wright to put together a presentation of the community. Ms. Wright shared that the CPC would vote on the articles that will go to Town Meeting on this coming Wednesday, September 16.

Ms. Mulroy reviewed the Assistant Director posting and the steps that are still in place. Mr. Toolan asked what the Commission could do to help get this position filled as it is an important position that enhances revenue generation for the department. The Commission and the staff discussed different aspects of the hiring process and the importance of the position.

3A. Pool

Discussed earlier in the meeting during the Director's Report.

3B. Programs

The Commission discussed Fall registration that will begin later this week and the annual Fall events like Spooky Walk and Turkey Hunt. Ms. Mulroy stated that we will be working on re-designing these events that will fill these gaps.

3C. Playground

Discussed earlier in the meeting during the Director's Report.

3D. Fields

Discussed earlier in the meeting during the Director's Report.

3E. Facilities

Ms. Mulroy stated that we are hoping to move the skate park to the upper parking lot at Rosemary. Ms. Mulroy thinks this is a good location as it allows a lot of access and visibility.

Ms. Mulroy stated that the school basketball courts are housing some tents to support outdoor learning.

3F. Assistant Director Search

Discussed earlier in the meeting during the Director's Report.

3G. CPC Updates from PRC Liaison

Discussed earlier in the meeting during the Director's Report.

3H. Events

Ms. Mulroy stated that she met with Kevin Keane to discuss hosting the 1775 walk in April 2021 and a meeting will be set up to discuss.

3I. Projects

Ms. Chaston stated that getting to the Boat Launch would be troublesome as the Eversource work is blocking the access.

Ms. Chaston stated that there will be a meeting for Walker Pond on Thursday of this week. Ms. Mulroy stated that there are updates and that Director of DPW Rick Merson stated that Finance Committee voted to support the Walker extension last week.

Ms. Mulroy stated that she will be setting up a Rail Trail Advisory Meeting soon.

Ms. Mulroy met with the consultants of the Open Space & Recreation Plan and we are looking to extend the plan.

4A. Meeting Minutes

Mr. Toolan made a motion to approve the minutes of the June 9, 2020 meeting. Mr. Gerstel seconded the motion and it passed, 3 – 0.

4B. Program Pricing

No presented.

5. Upcoming Commission Meeting

The Commission reviewed the upcoming meeting dates.

6. Issues Not Reasonably Anticipated by Chair within 48 Hours

Mr. Gerstel made a comment about how good Chamber Cove looks after the construction for the sediment removal.

7. Adjournment of Business Meeting

Mr. Gerstel moved to adjourn the September 14, 2020 Park and Recreation Commission meeting at 8:17pm. Mr. Toolan seconded the motion and the meeting adjourned at 8:17pm.