

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

Minutes of Meeting

January 9, 2023

Attended: Chris Gerstel, Cynthia Chaston, Frederica Lalonde, Michelle Geddes, Dina Hannigan

Absent:

Staff: Stacey Mulroy, Derek Moreau

Guests:

Call to Order (CTO)

Mr. Gerstel called the meeting to order at 7:00pm on January 9, 2023.

1. Open Forum

None present

2. Chair's Update

None presented.

3. Director's Report

Park and Recreation Director Stacey Mulroy

3a. Programs & Events

- Winter/Spring registration began on December 14th, 2022
- A January update will be released by the end of the week.

3b. Fields and Facilities

- Greene's playground is now open
- The old boards that were saved will be handed out
- All the tennis courts have been closed:
 - Nets removed
 - Gates locked
- A lot of dog activity on fields
 - Park Ranger had to contact Needham Police Department

3c. Staffing

- Assistant Director
 - The final candidate turned down the position.

- Our search has resumed
- Summer Staffing
 - Pools
 - Supervisor
 - Assistant Supervisor
 - WSI
 - Lifeguard
 - Maintenance
 - Booth Attendant
 - Program/Camps
 - Assistant Supervisor
 - Site Supervisor
 - Specialist
 - Group Leader
 - Counselor
- Volunteers
 - Always looking for volunteers and/or interns for the department

4. Additional Discussion Items

4a. Active Recreation Working Group Update

- The first two meeting date have been set
 - January 17, 2023
 - January 30, 2023
- Groups involved have brought plans/information

4b. Commission Policies

- Car Wash Policy (Draft Form)
 - Registrations will not be available until March
 - Car wash may have the possibility of moving from Claxton to Needham High School

Commission Comment: Cynthia Chaston requested the policy state who is eligible to run a car wash.

- DeFazio Policy
 - Will be Drafted for future meeting

4c. Field Summit

Commission Comment: Chris Gerstel Requested if there is a conflict in change the date for this discussion

- Field Fees will be revised for Spring of 2024

Commission Comment: Mr. Gerstel stated the February 13 meeting will consist of a 1-hour Field Summit meeting and switch into a park and recreation commission meeting.

4d. Capital Project

- Needham High School Tennis Courts

- 1/26/2023 – the Bid will go out
- 2/7/2023 – Pre-Bid Walkthrough
- 2/16/2023 – Bids are Due

4e. CPC

- Claxton Chair’s meeting will take place on 1/12/2023 at the request of Assistant town Manager Katie King
- Questionnaire for Claxton is Due 2/1/2023

4f. Playgrounds and Facilities

- Greene’s playground is now open
- Signage is up to help with the process of grass growth.

Director’s Comment: The Annual Calendar will be addressed at the first Commission meeting of each month.

- Summer Camp VS. Our Current Summer Programs
 - No Physical Required
 - Camp Checklist
 - Hours
 - Forms
 - Staff

5. Action Items & Approvals

5a. Farmers Market Discussions

- Locations
- Dates (June-October)

5b. Fee Approvals

None Presented

Meeting Minutes –November 14, 2022

Motion – Cynthia Chaston

2nd – Dina Hannigan

4-0 (1 abstained)

6. Topics For Future Meetings

- Field Fees
- Policies
- Vandalism

- Memorial Light Covers
- Pollard Mural

Director's Comment: Here is the updated C.I.P

7. Issues Not Reasonably Anticipated

None Presented

8. Next Meetings

- Monday January 23, 2023
- Monday February 13, 2023
- Monday February 27, 2023

9. Adjournment of Business Meeting

Motion – Cynthia Chaston

2nd – Michelle Geddes

5-0 Unanimous

Meeting Adjourned at 8:15pm on January 9, 2023

Respectfully Submitted.

Derek Moreau Jr.

Administrative Specialist