

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

**Minutes of Meeting
January 28, 2013**

PRESENT: Michael J. Retzky, Chairman
Cynthia J. Chaston, Vice Chairman
Thomas M. Jacob, Member
David C. DiCicco, Member
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director

ABSENT: Andrea L. Shorthose, Member

GUESTS: Mark Miskin, Executive Director, Needham Soccer Club
Dan Shapiro, Cricket Neighbor

The meeting convened at 7:01 PM in the Charles River Room at the Public Services Administration Building.

1. **Minutes of Meeting of January 14, 2013 and Field Scheduling Summit on January 14, 2013:** Mr. Jacob made a motion to approve the Minutes of the January 14, 2013 meeting and the Field Scheduling Summit on January 14, 2013. Mrs. Chaston seconded the motion and the minutes were approved unanimously.
2. **Director's Report:** Discussed later in the meeting.
3. **Assistant Director's Report:** Discussed later in the meeting.
4. **Discussion Items:**
 - A. **Soccer Club Memorial Day Weekend Tournament Update:** Executive Director of the Needham Soccer Club, Mark Miskin attended the meeting and gave an overview of the Annual Memorial Day Soccer Tournament. The Tournament began in 1972 with 8 local teams. By 2005 there were 260 teams participating. The Executive Director position was created in 2008 and the same year the College Showcase and MPS Mass Premiere Soccer were added to enhance the Tournament. In 2010 NSC partnered with the New England Revolution. In 2012 the largest Memorial Day tournament in the USA was held hosting 774 teams on 81 fields located at 24 different complexes with 1300 games played. Referees from all over the world attend this event. Each team that attends is guaranteed 3 games per team and 150 field Marshalls and other staff are needed to run the event. Based on the Greater Boston Convention and Visitors Bureau statistics, approximately 6.7 to 7.2 million dollars are generated from the tournament. There are 20 Needham Soccer Club teams that participate in the tournament. Mr. Miskin reviewed the expenses of the Tournament and noted that many high school scholarships are provided to graduating seniors. In 2012, \$10,000 worth of soccer goals were purchased for the Needham fields and in 2013 the Soccer Club plans to make a donation to the Parks and Forestry division. The Commissioners asked Mr. Miskin about the scheduling of fields, field fees and fees paid by the visiting teams. Mr. Miskin noted that they pay a fee for all the fields except for fields in Needham, at St. Sebastian's and Gillette Stadium. Currently 12 Needham fields are used during the Tournament weekend

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and no fee is paid. The Commissioners review the policy to see if any changes should be made regarding fees for large tournaments. Mr. DiCicco asked about outside vendors and how they are chosen. Mr. Miskin stated that there are usually a few vendors selling food and t shirts at DeFazio Park that are working under the Soccer Club umbrella. Mr. Jacob expressed the need to limit the number of games on the baseball outfields. Mr. Miskin limits the outfields to 6-7 games a day. He also is working with the Parks and Forestry Superintendent Ed Olsen before and after the tournament to make sure the fields are returned in the best shape. Mr. Miskin also shared that the Needham Soccer Club follows the guidelines for leagues and schedules of US Soccer. The fall season is developmental and the spring is the championship season. Mr. Retzky reminded Mr. Miskin of the number of hours the fields are being used in Needham. Mr. Miskin is cognizant of the fact that the fields are overused and he wants to do as much as possible to help the fields like reducing the number of soccer practices from 2 to 1 per week and contributing a large number of field use fees to help Park and Recreation and Parks and Forestry. Mr. Retzky thanked Mr. Miskin for attending the meeting.

2. Director's Report: Ms. Carey indicated that Parks and Forestry Superintendent Ed Olsen will attend the meeting tonight. She noted Parks and Forestry has been working on the trees at Greene's Field. She and Mr. Olsen will be meeting with Greene's Field neighbors in the near future. The Bay Colony Rail Trail received 3 proposals for a feasibility study which she will review and provide comments to the committee. Ms. Carey and Mrs. Chaston attended the Patrick C. Forde Good Person Memorial Award presentation prior to the meeting where Bob Timmerman was presented the award for 2013.

4. Discussion Items:

A. Soccer Club Memorial Day Weekend Tournament Update: Discussed earlier in the meeting.

B. FY' 14 Operating and Capital Budgets: Ms. Carey shared the Executive Summary of the operating budget. The estimated amount for free cash is not as expected so it is likely that many capital project requests will not be placed on the May Annual Town Meeting warrant.

C. Field Maintenance Fee: Ms. Carey noted that the operating budget will not be able to fund overtime for playground maintenance. Town Manager Kate Fitzpatrick asked the Commission to consider using the funds collected from summer clinics to support some additional field maintenance needs as well as playground maintenance needs. A total of \$40,595 was collected in FY11-12. Mr. Retzky would like to hold further discussions with the Selectmen on how the clinic fees can support long-range costs. Mr. Jacob agreed, noting that the Selectmen, Commission and Finance Committee need to be in agreement on funding field maintenance, long-term projects, and playground maintenance. Parks and Forestry Superintendent Ed Olsen is developing detailed information on the funding needs for maintaining athletic fields, which will be available at a future meeting. He announced that the warm weather had allowed the Walker-Gordon project to begin this winter. Trees on the new property that were in the open field area were removed, but additional trees will be planted along the road, and boulders will be brought in to keep vehicles from driving on the field. Grading work is well underway, and all the finish projects including fencing and seeding will be done in the spring. The DeFazio storage unit is just about finished and is being used for track

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equipment storage. Public Facilities has a work order in place for installing electricity. A private contractor handled some of the mowing over the past year, as Parks and Forestry received funding for hiring them in exchange for the loss of some vacant positions. The company hired exceeded expectations. Mr. Olsen reported some unpermitted use on weekends at Cricket Field which is damaging the fields. The new sod at DeFazio Field has done well. The goal mouths have been covered with golf blankets to help protect the area over the winter. High Rock Field was worn down by repeated use, partially due to physical education classes. Mr. Olsen spoke to the Principal about monitoring the impact on the field. Pollard was used heavily in the fall by soccer and field hockey. Mr. Olsen is working on the Memorial Park bleacher installation project. Mr. Olsen notified direct abutters to Greene's Field of some tree work that needs to be done prior to the major project. He met individually with most of the direct abutters, but others on Warren Street have raised concerns so he will meet with them in the near future. One tree, located on Pickering Street will undergo an assessment, but appears to be dying, and the roots are forcing their way into the sidewalk. Mr. Olsen's policy is to plant 2 trees for every one removal and he would like to remove the sugar maple, and replace with the same type of trees along Pickering Street. The proposed timeline includes playground installation May to June, field work late June to July and project completion by the fall. Claxton Field #2 will have the backstop replaced and a small bleacher pad installed. Mr. Olsen will meet and review the fields with Mark Miskin from the Needham Soccer Club pre and post the Memorial Day Soccer Tournament.

D. Rosemary Pool: Ms. Carey reported that Hank Haff from the Public Facilities Department scheduled a site visit at Rosemary Pool on January 23rd for companies interested in the RFP for the Rosemary Pool Feasibility Study. Proposals are due January 31, 2013. Ms. Carey also reported a car hit the pool complex fence on Rosemary Street. DPW filed a police report and an insurance claim to repair the fence. The estimate is approximately \$2000 to repair the fence.

3. **Assistant Director's Report:** Ms. Peirce reported that a new room has been located at the High School for the Senior Walking Program to use before and after the participants walk. Recreation Supervisor Nicole Diccico and Ms. Peirce are working on promotional materials and a display board for the Parent Talk Camp Fair to be held on January 31st. The Camp Fair will be held from 7-9PM at the Newman School cafeteria. Over 20 camps/programs will be represented. Ms. Peirce is scheduled to meet with the High School Environmental Club to discuss how we can work together promoting clean up days and other activities.

4. **Discussion Items:** Continued

E. Community Preservation Proposals: Ms. Carey and Conservation Director Patty Barry met with CPC member Gary Crossen to review the proposed field and trail projects at Newman School. They also met with CPC member Lita Young to review the Reservoir and Ridge Hill Loop projects. Ms. Carey met with CPC member Reginald Foster to review the Mills Field project and she will meet with CPC member Sam Bass Warner in the near future to review the Newman Preschool Playground surfacing project.

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F. Proposed Trail: Ms. Carey reported that the RFQ is out and the Bay Colony Rail Trail Committee will review the proposals and choose a company within 2 weeks.

G. Greene's Field Project: Discussed earlier in the meeting with Mr. Olsen. Ms. Carey will be meeting with a group of parents and child care providers to look at the nature playground concept design. Once the design has been approved she will share it with the Commission. The fundraising committee has raised more than the promised \$50,000. Parent Talk is hosting a St. Patrick's Day Greene's Field fundraising event.

H. Trail Projects: Ms. Peirce reported that the Trails Advisory Group will be meeting on January 30th at 8:00AM. She is working with Parks and Forestry Superintendent Ed Olsen to create a user friendly system of reporting and tracking trail maintenance.

I. Spring/Summer Field Scheduling: Ms. Carey is reviewing field request information. Mr. DiCicco will work with Ms. Carey on the spring field scheduling.

5. Action Items

- A. Special Event Request: Soccer Club:** Discussed later in the meeting.
- B. Special Event Request: Boys Lacrosse:** Discussed later in the meeting.
- C. Special Event Request: YMCA:** Discussed later in the meeting.
- D. Special Event Request: 128 Lacrosse:** Discussed later in the meeting.
- E. Special Event Request: Rocket Lacrosse:** Discussed later in the meeting.
- F. Special Event Request: Little League:** Discussed later in the meeting.
- G. Special Event Request: Soccer Club:** Discussed later in the meeting.
- H. Special Event Request: A-T Children's Project:** Discussed later in the meeting.

I. Hillside/Mitchell Pre-Feasibility Study (Cricket): Ms. Carey stated the Needham School Committee is scheduled to meet tomorrow evening and will be discussing the study of the DeFazio parking lot for a temporary or permanent school. Town staff met recently to review the pros and cons of the DeFazio parking lot options. Mr. Jacob will try to attend the School Committee meeting.

5. Action Items

A. Special Event Request: Soccer Club: Mrs. Chaston made a motion to approve the Needham Soccer Club Memorial Day Soccer Tournament. Mr. DiCicco seconded the motion and the motion was approved unanimously. Ms. Carey will provide details on how fields and parks may be used for the tournament.

B. Special Event Request: Boys Lacrosse: Mr. Jacob made a motion to approve the Needham Boys Lacrosse Spring Friday Night Lights special events and year end Jamboree on 6/9/2013. Mrs. Chaston seconded the motion and the motion was approved unanimously. Ms. Carey will remind them a Needham representative must be present at the field at all times.

C. Special Event Request: YMCA: Mr. Jacob made a motion to approve the YMCA Healthy Kids Day special event request at Greene's Field on Saturday, April 27th. If they need to use the rain date of Sunday, April 28th they will need to work it out with Little League as not to interfere with Little League Opening Day events in the morning.

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Permission to hang a sign on the backstop for the Healthy Kids Day was denied. Mrs. Chaston seconded the motion and the motion was approved unanimously.

D. Special Event Request: 128 Lacrosse: Mr. Jacob made a motion to approve the Special Event request for the 128 Lacrosse Club Summer Clinic and Practice Days. Mrs. Chaston seconded the motion and the motion was approved unanimously. Ms. Carey will confirm the dates and remind them of the clinic fee.

E. Special Event Request: Rocket Lacrosse: Mr. Jacob made a motion to approve the Special Event Request for the Rocket Lacrosse Summer Program. Mr. DiCicco seconded the motion and the motion was approved unanimously. Ms. Carey will adjust the dates according to school dismissal dates and remind them of the clinic fee.

F. Special Event Request: Little League: Mr. Jacob made a motion to approve the Special Event Request to host Little League Opening Day on Sunday, April 28th at Greene's Field and DeFazio Park and multiday baseball clinics for Kindergarten – 1st grade at Mitchell. Mr. DiCicco seconded the motion and the motion was approved unanimously.

G. Special Event Request: Soccer Club: Mr. Jacob made a motion to approve the Special Event Request from the Needham Soccer Club to host Summer Sunday clinics from 6/30 to 8/18 at DeFazio turf field. Mrs. Chaston seconded the motion and the motion was approved unanimously.

H. Special Event Request: A-T Children's Project: Mr. Jacob made a motion to approve the A-T Children's Project 5K Fundraiser on April 7th at Greene's Field. Mr. DiCicco seconded the motion and the motion was approved unanimously. It was suggested that a conversation take place with the Town Manager about the number of road race special events being requested and the impact on the field user groups.

I. Hillside/Mitchell Pre-Feasibility Study (Cricket): Discussed earlier in the meeting.

- 6. Topics for Future Agendas:** Special Events
Resident Questionnaire
Clinics
Advertising Revenue- Signs
Field Maintenance Fee

7. Adjournment: Mr. Jacob made a motion to adjourn the meeting at 10:30PM. The motion was seconded by Mrs. Chaston and approved unanimously.

Respectfully submitted,

Karen A. Peirce, CPRP
Assistant Director