

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

**Minutes of Meeting  
April 11, 2017**

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

**ABSENT:** Robyn G. Fink, Assistant Director

**GUEST:** Selectman Dan Matthews

Mr. Toolan called the meeting to order at 7:00 PM in the Charles River Room at the Public Services Administration Building.

- 1. Minutes of Meeting – March 27, 2017:** Mr. Gerstel made a motion to approve the minutes of the March 27, 2017 meeting. The motion was seconded by Mrs. Chaston. The motion was approved unanimously.
- 2. Director’s Report:** The Commission reviewed the written report. Ms. Carey noted that the Town-wide Clean-Up had approximately 100 volunteers that worked at 14 locations, collecting 894 pounds of trash. Mrs. Chaston asked the status on hiring the Recreation Supervisor. Ms. Carey said that the Human Resources Department should be sending the offer letter this week to the chosen candidate.
- 3. Program Report:** The Commission reviewed the written report. Ms. Carey noted that the Kids Night Out program has been full all winter, with a wait list. Part of the issue is that the PSAB location doesn’t have additional space to add participants, but if the Rosemary Recreation Complex is approved, the new space would be able to accommodate additional participants. Mr. Gerstel asked if there were any work options for last summer’s Rosemary Pool staff. Ms. Carey noted that several public and private pools in the area had reached out looking for staff, so that any that choose to continue to work as a lifeguard will not have difficulty finding a position. She has also let them know that counselor positions with the department would be available. Mr. Toolan asked how summer staff hiring was progressing. Ms. Carey noted it was one of the delayed tasks with the department staff shortage.
- 4. Discussion items:**
  - A. Rosemary Recreation Complex Project:**

**Design:** The Commission reviewed the Director's written update, as seen in Appendix A. Mr. Toolan discussed the preparation for Town Meeting. Speakers will include Chairman of Board of Selectmen Matt Borrelli and CPC Vice Chairman Mark Gluesing. Finance Committee Chairman Rick Zimbone will speak on behalf of that committee. Mr. Toolan will update the presentation, with some additional information related to revenue for the pools and programs. The Commission discussed the Ridge Hill/Nike concept which, Mrs. Geddes noted, has created some confusion with some Town Meeting members suggesting waiting on the Rosemary project until more is known about what could be done at Ridge Hill/Nike. Mr. DiCicco noted that the dialogue about the two parcels had been under discussion for several years, and would include private/public partnerships. The Commission agreed to have a response to any question about waiting for this site, but would not reference in any documents. Mr. Toolan would also like to have a response to any request to change the design to reduce costs, including removal of the second floor. Mr. DiCicco will reach out to individual members of the Finance Committee to get their questions. Mrs. Chaston asked if any portion of the motion could be amended for financing. Ms. Carey has been told that the \$3.8 million of Town funding could be amended, but not the CPC portion. Selectman Dan Matthews was asked for insight, and he expressed that Town Meeting was being asked to vote on the project as presented. As there is no bid format for changing the scope, the request is to approve or not approve. At last year's Town Meeting, Mr. Matthews noted that it was stated that members should not support design funding unless they were willing to fund the construction. Mr. Toolan tabled further discussion until later in the meeting.

**Financing:** Discussed later in meeting.

**Programming:** Discussed later in meeting.

**Marketing:** Discussed later in meeting.

**B. Spring Fields:** Discussed later in meeting.

**C. DeFazio Parking Lot:** Discussed later in meeting.

**D. Youth Services Board Appointment:** Discussed later in meeting.

**E. Pop-Up Skate Park:** Discussed later in meeting.

**F. Mobile Food Vendors:** Discussed later in meeting.

**G. Open Space and Recreation Plan:** Mr. Toolan welcomed Mr. Matthews to discuss the Selectmen's goal for their two separate parcels located within Ridge Hill. Mr. Matthews noted that discussions had been on-going for several years, but that more work would be needed to reach consensus on the future of the two parcels. The Ridge Hill parcel is small but has good access to Charles River Street and existing services. The Nike Site parcel is larger, but has poor access from Pine Street/Charles River Street and no existing services. The Selectmen's goal is to find a way to connect the two parcels, with good

access from the road. The Selectmen have a warrant article at Town Meeting to hire a consultant to review the two sites, as well as make recommendations for cleaning Walker Pond. It is Mr. Matthews' opinion that it will take about five years to come to a final resolution on the properties, as it goes through study, evaluation, review of boundaries, agreement between boards and various stakeholders, and the process for Article 97 property and state home rule petition. Mrs. Chaston noted the current wording of an action item in the draft Open Space and Recreation Plan. Mr. Matthews suggested adding some wording that reflected the goal to connect the parcels and create appropriate access from the street. The Commission expressed support for the concept and will review the final draft of action items at an upcoming meeting.

**F. Mobile Food Vendors:** Mr. Toolan noted that a recent Needham Times article did not seem to express the recent discussions between the Commission and the Selectmen. Mr. Matthews agreed that the wording was confusing. He noted that the Town Manager is updating a draft set of regulations, with the Town Manager's office handling permitting, but the Commission providing criteria on where and when mobile food vendors would have opportunities at parks under their jurisdiction. The wording of the regulations would also need to reflect the role of the Trustees of Memorial Park. At Town Meeting, the Selectmen have an article that proposes additional wording to the Hawkers and Peddlers by-law, inserting the ability of the Selectmen to create exceptions through the regulations. A citizen's petition is also on the warrant.

**A. Rosemary Recreation Complex Project:**

**Design:** Mr. Toolan brought the discussion back to the Rosemary Recreation Complex project. Ms. Carey shared the unofficial results of the subcontractor bids. They are all under review, currently, by BH+A. The general contractors will be given the official results and will be able to choose vendors from each specialty, for the most part choosing the low bid. Mr. Toolan noted that he participated in Candidates' Night, and a question posed to both Board of Health candidates related to the Rosemary Recreation Complex project. Both did not express clear support for the project. Project Manager Mike Retzky and Ms. Carey have worked with Health Director Tim McDonald and will attend the upcoming Board of Health meeting to provide an update. Mr. DiCicco also plans to attend for the update on the concussion education project.

**Financing:** Mr. Toolan will update the information for the presentation.

**Programming:** Ms. Carey has reached out to neighboring towns for information on swimming and swim lessons that will be listed in the brochure. The Wellesley Recreation Commission voted to invite Needham residents to join Morse's Pond under the resident rates in 2017. Ms. Carey will also provide information on swim lessons at the Charles River YMCA.

**Marketing:** Mrs. Geddes noted that one FAQ blast had been sent out, and a second was being finalized at this time. Mr. Toolan suggested a third one could include programming opportunities, number of participants, and community programming. He also suggested asking Community Center of Needham about any questions they are

hearing. Mr. Gerstel and Ms. Carey will meet with the day care providers on April 25<sup>th</sup>. Mrs. Geddes will put together a short note that could possibly go out in Parent Talk newsletter or PTC newsletters. Mr. DiCicco does not believe there will be a major turnover with members of Town Meeting in the election, so he will review the list to determine who might need some follow-up information, and he'll share that information with the other members of the Commission. Mrs. Geddes is also planning a site tour on Saturday, April 29<sup>th</sup> with Ms. Carey. As the preference was to hold it in the morning, Ms. Carey will try to find someone else to handle that day's rail trail walk, or re-schedule it.

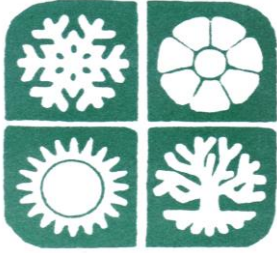
- B. Spring Fields:** Mr. Toolan commended Ms. Carey on the written overview sent to the groups who share the synthetic turf. He noted that it was effective, and that the groups have subsequently been talking and sharing open time on the fields. He also noted that the soccer and baseball organizers have been talking more about field sharing. The discussions with the boards will need to continue later this year. Mr. Gerstel asked when the restrooms would be open. Ms. Carey indicated that DPW was considering installing water meters this weekend, and then Public Facilities would schedule the plumber and cleaners before opening.
- C. DeFazio Parking Lot:** Ms. Carey said that DPW has been working on a new layout that would be less confusing, with the hope that it would be put into place early this week, with a layout map sent out to park users through e-mail and social media. Regarding the prior discussion on a speed sign on the driveway, Mr. Gerstel noted that the driveway is not considered a public road, so can't have a speed limit sign, but can have a cautionary speed sign that is not enforceable by the Police Department. He will contact the Traffic Management Advisory Committee.
- D. Youth Services Board Appointment:** Mr. Toolan asked Ms. Carey to advertise the opening on the board, so that the Commission can meet with any interested applicants, including the one who has already expressed interest.
- E. Pop-Up Skate Park:** Mrs. Geddes had asked for this topic to be on the agenda to discuss possible locations, but felt it should wait for a future meeting. Mr. Toolan asked her to meet with Ms. Carey to review options prior to bringing it back to the Commission. Mr. DiCicco suggested having skateboard instructor Ben Kerrigan be part of the discussion.
- F. Mobile Food Vendors:** Discussed earlier in the meeting.
- G. Open Space and Recreation Plan:** Discussed earlier in the meeting.

## 5. Action Items

- A. Summer 2017 Program Fees – Part Two:** Ms. Carey presented two final programs that need fees approved, as seen in Appendix B. The summer brochure is in final stages and being prepared to go to the printer. She recommended a fee that would likely bring in less than what will be needed to cover the rental fee for use of lanes at the Charles River YMCA, but felt that there were funds in the Revolving Fund to cover it for this one year. The fee is increased from last summer, and closer to what was being paid when it was run by the parent volunteer group. Mrs. Chaston asked if the participants could go to other swim teams. Ms. Carey said it was not allowed in the league. Mr. Toolan asked if less lanes could be used if a smaller group participated, and Ms. Carey said that could be done. The Commission asked that they be kept updated on the enrollment, to insure that a minimum number register to help with some of the costs. Mrs. Chaston made a motion to approve the fee of \$180/participant for the Park and Recreation Summer Swim Team, with the requirement that a minimum number of participants register. The motion was seconded by Mr. Gerstel and passed. The Commission reviewed the information on IncrediFlix. Mr. Gerstel made a motion to approve the fees for summer IncrediFlix programs at \$165/week for half day sessions and \$300/week for full day sessions. The motion was seconded by Mrs. Chaston and approve unanimously.
- 6. Topics for Future Agendas:** Mrs. Chaston has been asked to participate on the interview team for the new High School Athletic Director. Ms. Carey noted that there will be two full days of interviews during the last week of April. Mrs. Chaston suggested that the Commission work on their written request to the Town Manager after Town Meeting regarding the role of the Assistant Director. Ms. Carey asked what time the Commission would want to start the April 24<sup>th</sup> meeting, and 6:30 PM was chosen. Mrs. Chaston suggested waiting to do the annual re-organization meeting until after Town Meeting.
- 7. Adjournment of meeting:** Mrs. Chaston made a motion to adjourn the meeting at 9:35 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:35 PM.

Respectfully submitted,

Patricia M. Carey, CPRP  
Director



## NEEDHAM PARK AND RECREATION COMMISSION

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### ROSEMARY RECREATION COMPLEX

Update from the Director of Park and Recreation

Friday, April 7, 2017

#### **DESIGN**

##### **Bid Documents**

The bids from the subcontractors are being opened, today. I'll have a review for the Commission meeting.

##### **MEPA**

The final documents were sent on March 31<sup>st</sup>. The final certificate should be issued by May 12<sup>th</sup>.

#### **FINANCING**

The Finance Committee will wait to see the results of the general contractor bids before making a decision on their recommendation to Town Meeting. Commissioner Cynthia Chaston and I attended their recent meeting to hear their preliminary discussions. Though it doesn't appear the majority support the project, there was a discussion about the community support for the project.

#### **PROGRAMMING**

I'm in discussions with Wellesley, Natick, Norwood and Newton regarding swim and swim lesson opportunities for Needham residents this summer. Norwood and Newton have outdoor pools, and Wellesley, Natick and Newton have ponds/lakes. This information will be in our summer brochure.

#### **MARKETING**

Commissioner Michelle Geddes is working on a weekly FAQ blast. The first one, which is attached, was sent to several of our e-mail lists, including 2016 season and daily pool users, Park and Recreation's Facebook page, and the "Needham, MA" Facebook page.

Michelle and I are also in discussions on a site visit, tentatively scheduled for the afternoon of Saturday, April 29<sup>th</sup>.

