

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

**Minutes of Meeting
August 14, 2017**

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

ABSENT: Christopher J. Gerstel, Vice Chairman
Robyn G. Fink, Assistant Director

GUESTS: Public Works: Rick Merson – Director, Greg Smith – Supt of RTS, Ed Olsen – Supt of Parks and Forestry
Roger MacDonald – Director of Information Technology
Charles River YMCA: Connie Kaufman, Janet Jankowiak

Mr. Toolan called the meeting to order at 7:03 PM in the Charles River Room at PSAB.

- 1. Minutes of Meeting – July 24, 2017:** Mr. Toolan asked that the draft mobile food vendor regulations section include a clarification to the sentence, “Dates will be blocked for special events, giving them the option to choose if/how food is handled at their events.” changing the word “them” to “the user group.” Mrs. Chaston made a motion to approve the minutes of July 24, 2017, as amended. The motion was seconded by Mrs. Geddes and approved unanimously.
- 2. Director’s Report:** Reviewed later in meeting.
- 3. Program Report:** Reviewed later in meeting.
- 4. Discussion Items:**
 - A. Trash in Parks:** Mr. Toolan welcomed Director of Public Works Rick Merson, Superintendent of the Recycling and Transfer Station Greg Smith, Superintendent of Parks and Forestry Ed Olsen, and Director of Information Technology Roger MacDonald. Mr. Merson described efforts that have been undertaken to handle the trash issues at parks, Town facilities and business areas, changing a few years ago from Parks and Highway staff handling the pick-up to a packer truck which is able to pick-up three times a week, with two days of recycling pick-up for all Town/school buildings and sites. This year, another vehicle is being retrofitted with a unit to help with additional trash or when the packer is not available for use. At Memorial Park, a dumpster will be brought

in for the fall season, for use by Touchdown Club and Junior Football for their weekend events. Concerns are related to residents not using available barrels, pick-up schedule not meeting the needs with some barrels full and not available for use, as well as household trash being placed in barrels, not leaving room for park users. Several meetings have been held with Big Belly to see if they can be part of the solution, through a lease or purchase solution. Newton has converted to all Big Belly units, and Ms. Carey, Mr. Olsen, Mr. MacDonald and Mr. Smith have talked with colleagues in Newton. The Commission discussed a possible pilot at DeFazio, with five units. To purchase them would be \$47,000 and a service agreement would not be included as it is with rentals. Mrs. Chaston noted that additional funding is likely needed to support any initiatives. Mr. DiCicco suggested privatizing some of the pick-up, including weekends. Mrs. Geddes recommended that some costs be put together to compare solutions, including over-time, purchase of new style units, or privatization.

2. **Director's Report:** The Commission reviewed the written report.
3. **Program Report:** The Commission reviewed the photos with an overview of summer season.
4. **Discussion Items, continued:**
 - B. **Rosemary Recreation Complex Project:** Mr. Toolan reported on the tour of the property that he attended with Project Manager Mike Retzky, Mr. Gerstel, Ms. Chaston, Town Manager Kate Fitzpatrick, and PPBC staff. Additional visits will be scheduled, possibly on the 3rd Wednesday afternoon of each month, or at other times to view specific project details. Mr. Toolan gave an update from the PPBC meeting, at which change orders were approved for the ballasted floor, which will cost less than the original estimate; for some additional tree removal and asbestos removal; for a change in the location of the pool pumps; for a change to the pool stairs to meet state code; and for a change on door frames due to an issue with the scope of work with a subcontractor. Ms. Carey will send a report with a balance on the contingency funds.
 - C. **Capital Budget Discussion:** The Commission reviewed the prior year's list of capital project requests. The Commission discussed the future request for playground updates, and will discuss playgrounds at a future meeting. Mr. DiCicco suggested replacing the Rosemary dock. Mrs. Geddes suggested removing the buildings at the camp property while deciding on future projects for that site. The discussion will continue at the next meeting.
 - D. **Draft Regulations – Mobile Food Vendors:** Mr. DiCicco is continuing to gather information from food truck vendors regarding a special event, and will visit a food festival in another community for ideas. Ms. Carey is working with other Town staff on the location at DeFazio for two vehicles for the pilot program. Temporarily, she would

suggest along the fence next to McLeod diamond, where buses are able to park during events. For a long-term solution, she will get input from the on-call fence company to see if an adjustment can be made to the fencing behind the Carleton Pavilion, so that visitors to the vendors can remain in the park, and not have to walk through the parking lot to reach the vendors.

E. Draft Open Space and Recreation Plan: Ms. Carey asked for input on the draft prior to the next meeting. Mr. DiCicco asked that a skating rink be included in the action plan.

F. Parks – Facility Maintenance/Cleaning: To be discussed at a future meeting.

G. Fall Field Scheduling Update: The permit information was sent out in early August, without some of the elementary school information being available, so that will be updated and sent back out if there are any conflicts.

H. Commission Goals and Roles: To be discussed at the next meeting.

5. Action Items:

A. Special Event Request – Carter Nursery School: Mrs. Chaston made a motion to approve the request from Carter Nursery School to host a welcome back to school event with an animal farm on Sunday, September 17 from 9 AM – 11:45 AM at the DeFazio tot-lot. The motion was seconded by Mr. DiCicco and approved unanimously.

B. Special Event Requests – Troop 13 Camporee: The Commission reviewed the request to use the parking area at Town Forest for the scouts' use of their adjacent property for a camporee. Mrs. Chaston made a motion to approve the request from Troop 13 to use the Town Forest parking lot, and overflow in Claxton, for overnight parking during the weekend of September 23-24. The motion was seconded by Mr. Gerstel and passed unanimously.

6. Topics for Future Agendas: None presented.

7. Adjournment of meeting: Mrs. Chaston made a motion to adjourn the meeting at 9:45 PM. The motion was seconded by Mr. DiCicco and the meeting adjourned at 9:45 PM.

Respectfully submitted,

Patricia M. Carey, CPRP
Director