

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

**Minutes of Meeting
September 23, 2019**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
David C. DiCicco, Member
Michelle S. Geddes, Member
Angela O'Connor, Assistant Director

ABSENT: Matthew M. Toolan, Member
Patricia M. Carey, Director

GUESTS: Christopher Coleman, Assistant Town Manager/ Director of Operations

Mr. Gerstel called the meeting to order at 7:03 PM at the Rosemary Recreation Complex.

1. **Minutes of Meeting – September 9, 2019:** Mr. Gerstel made a motion to approve the minutes of the September 9, 2019 meeting. The motion was seconded by Mrs. Geddes. The motion was approved.
2. **Director's Report:** The Commission reviewed the written report. Ms. O'Connor discussed the next meeting dates would be on October 7th and 21st. Mrs. Chaston and Mrs. Geddes reminded everyone that they would not be present at the October 7th meeting.
3. **Program Report:** The Commission reviewed the written report. Ms. O'Connor gave a brief overview of the all the fall programs that have begun. Ms. O'Connor also stated that she has met with Kevin Keane to discuss the 1775 Needham Walk with the Historical Society. Ms. O'Connor noted that they are still working on the logistics of how the walk will run and that she has encouraged Mr. Keane to form a committee to help with the process and planning of the event.
4. **Discussion Items:**
 - A. **Office Transition:** Mr. Christopher Coleman began the conversation of acknowledging Ms. Carey's commitment to the department and the 46 summers she has worked for Needham. Mr. Coleman also thanked the summer staff and Ms. O'Connor and Ms. Wright for their communication and working with the Public Health Department on getting the EEE information out. Mr. Coleman reviewed the time line of the office transition. He stated that once Ms. Carey submits her letter they will start the process of developing the certificate of necessity and it will be posted by Mr. Coleman. He discussed that there will be a selection team of 2 members of the commission. Mr. Coleman stated he would like the first round interviews be on November 4th or 12th and a second round on December 2nd. Mr. Gerstel asked if there needed to be a CPO requirement for the next candidate. Mr. Coleman noted that this was something that he

was looking into. Mr. Coleman suggested bringing in a past/present Park and Recreation Director from a different town to be part of the interview process. Mrs. Chaston asked if bringing in an outside person would help. Mr. Gerstel noted that he would like the commission to be aggressive in this process. Mr. DiCicco noted he would like the commission to be involved and that it is very important for the town and it needs to be moved forward. Mrs. Geddes stated that the job description is extremely important, and it shouldn't be delayed long. Mr. Gerstel noted that this was the perfect time to be doing this.

B. Playgrounds Capital Planning: Ms. O'Connor presented the commission with vendor catalogs for the commission to look through. Mr. Gerstel and Mrs. Geddes suggested bringing the catalogues home that interested them and would discuss it in the next meeting. Mr. DiCicco asked about the Cricket funds and would like an update on how much the Cricket group will be donating.

C. Rosemary Recreation Complex: Mr. Gerstel asked how the closing process was going with the pool. Ms. O'Connor stated that she was still in the process of draining the family pool low enough for the welder to come back and work on the leak. Ms. O'Connor stated that the filters could not be on because the area needed to be dry where the welder will be doing his work. Ms. O'Connor stated that once that is complete that she would start the filters again to push the chlorine back into the pool again.

D. Capital Budget Planning: Mr. Gerstel reviewed the memorandum from Ms. Carey see attached document.

5. Action Items: Geocaching (Wendy Birchmire) Mrs. Chaston noted that the event took place last year. Mr. Gerstel made a motion to approve. The motion was seconded by Mrs. Chaston.

6. Issues Not Reasonably Anticipated by Chair within 48 Hours: None presented.

7. Topics for Future Agendas: Mr. Gerstel would like an update on the Big Belly projects. Mr. DiCicco stated that he would be attending the meetings and will give updates.

8. Adjournment of Meeting: Mr. Gerstel made a motion to adjourn the meeting at 8:35 PM. The motion was seconded by Mrs. Geddes and the meeting adjourned at 8:35 PM.

Respectfully submitted,

Angela O'Connor
Assistant Director