

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

**Minutes of Meeting
October 21, 2019**

PRESENT: Cynthia J. Chaston, Vice Chairman
David C. DiCicco, Member
Michelle S. Geddes, Member
Matthew M. Toolan, Member
Patricia M. Carey, Director
Angela O'Connor, Assistant Director

ABSENT: Christopher J. Gerstel, Chairman

Mrs. Chaston called the meeting to order at 7:03 PM at the Rosemary Recreation Complex.

- 1. Minutes of Meeting – September 23, 2019:** Mrs. Geddes made a motion to approve the minutes of the September 23, 2019 meeting. The motion was seconded by Mr. Toolan. The motion was approved.
- 2. Director's Report:** The Commission reviewed the written report. Ms. Carey noted the next meeting dates would be on November 4th and 18th. 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 all the fall programs that have begun. Ms. O'Connor discussed the Spooky Walk and the collaborative efforts to promote the Teal Pumpkin Project with the Public Health Department.
- 4. Discussion Items:**
 - A. Capital and Operating Budgets:** The commission reviewed the Capital Budget Requests FY2021-FY2025 memorandum (see attached) from Ms. Carey. Ms. Carey noted that the Claxton Field Design would fall under DPW Parks and Forestry and that the Needham Park and Recreation Commission would need to help with moving the project forward. Ms. Carey noted that the boat launch hasn't been designed yet and is a placeholder for now because the projects need to be spread out.
 - B. End of Season Report-2019 Pools at Rosemary Recreation Complex:** The commission reviewed the draft report from Ms. Carey. Mr. DiCicco stated that it was too comprehensive and just wanted the numbers. Mr. Toolan suggested to have the numbers be put into a spreadsheet so it is easier to read. Ms. Chaston stated that the report does not give an understanding of how overworked the staff was this summer. Mrs. Chaston stated she would like to see the report include how difficult it was for the staff this summer, the challenges and which challenges are simple fixes. Mrs. Chaston stated that

she would like to see the challenges from the summer listed all together. Mr. Toolan suggested having an Executive Summary in the report. Mr. Toolan stated that the commission needs to know exactly how to bring it to the Finance Committee if it is necessary. Ms. Carey asked when they would like to start the sales on memberships. Mr. DiCicco stated that there doesn't need to be a Super Early Bird special. Mrs. Chaston suggested to vote for the fees on November 18th and that the commission would discuss fees in the next meeting on November 4th. Mrs. Chaston raised a concern about the cracks in the concrete around the pool decking. Mr. Toolan asked if the commission could obtain a report with the contingency plan. Ms. Chaston noted that the commission needs to the plan. Ms. Carey stated that Mike Retzky would keep the commission up to date. Mrs. Chaston asked Ms. Carey to invite Steve Popper and Mike Retzky to a meeting, she also suggested if they could not come to a meeting that the commission hold a special meeting.

- C. Playgrounds Capital Planning:** The commission reviewed the Capital Budget Request FY2021-FY2025, DeFazio Playground Concepts and Perry Park Playground Concepts (see attached). Mrs. Geddes noted that she felt like the concept for DeFazio has too many pieces in too many different places and it looks like the pieces are too close together. Mr. Toolan suggested having a toddler playground and a school aged playground. Ms. Carey suggested to start a small committee with outside groups such as Needham Childrens Center and Parent Talk. Ms. Carey noted that she will keep it on the agenda.
- D. Summer Field Renovation Projects:** The commission was given the GMAX Impact Report from R.A.D Sports for DeFazio from Ms. Carey for them to review. Ms. Carey explained to the commission that the GMAX rating is a testing that test the shock absorption. Ms. Carey noted that the GMAX should be lower than 200 and that the fields are around 80. Mr. Toolan noted that the goal area on the field was higher than 80. Ms. Carey noted that Ed Olson would be doing to maintenance to the field in the spring.
- E. Office Transition:** Ms. Chaston asked Ms. Carey when her last day would be. Ms. Carey stated sometime in the middle of January, however, could be longer if there isn't anyone in place.
- F. Big Belly Pilot Program:** Ms. Carey noted that she still hasn't received a report from Greg Smith. Ms. Carey stated that Ed Olson has noted that the Big Bellies smell when they are opened and that the pizza boxes have been an issue. Ms. Carey suggested to have Rick Merson talk to the commission about the Big Bellies. Mrs. Chaston asked if there was a way we could provide separate barrels for the pizza boxes. Mrs. Chaston also suggested finding out what works and what doesn't work for this program.

5. Action Items:

- A. Park and Recreation Commission Appointment to the Community Preservation Committee:** Mr. Toolan nominated Christopher Gerstel to be appointed. Mrs. Chaston asked for approval from the commission, everyone in attendance approved. Motion was accepted.

- B. Winter/Spring Fees:** The commission reviewed the Winter/Spring Fees. Mr. Toolan noted that he would like to see the explanation of the increase in fees next time. Mr. Toolan made a motion to approve the fees. The motion was seconded by Mrs. Chaston. The motion was approved.
- C. Request: Rosemary Lake Sediment Removal Project:** Ms. Carey reviewed that Maverick would like approval to place the filtration system on the beach sand by the pools. Mr. Toolan made a motion to approve, however, Mr. Toolan stated that the filtration system must be out and the sand area must be put back the way it was for approval. Mrs. Chaston second the motion. Motion was approved.
- 6. Issues Not Reasonably Anticipated by Chair within 48 Hours:** None presented.
- 7. Topics for Future Agendas:** Mr. Toolan would like to discuss the Policies for Community Members to use the Rosemary Recreation Complex Multi-Purpose Room. Mr. Toolan stated he would like to be able to give a brief overview and summary of the Chairs Meeting.
- 8. Adjournment of Meeting:** Mrs. Geddes made a motion to adjourn the meeting at 8:45 PM. The motion was seconded by Mrs. Chaston and the meeting adjourned at 8:45 PM.

Respectfully submitted,

Angela O'Connor
Assistant Director