

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

**Minutes of Meeting
February 10, 2020**

PRESENT: Christopher J. Gerstel, Cynthia J. Chaston, Matthew M. Toolan
Angela O'Connor, Kristen Wright

ABSENT: Michelle S. Geddes, David C. DiCicco

GUESTS: Devin Cashman, Park and Recreation

Mr. Gerstel called the meeting to order at 7:00 PM at the Rosemary Recreation Complex.

1. Minutes of Meeting – January 27, 2020

Mr. Toolan made a motion to approve the minutes of the January 27, 2020 meeting. Ms. Chaston seconded the motion and it passed unanimously, 3 – 0.

2. Director's Report

The Commission reviewed the written report. They discussed the next meeting dates as Monday, March 2 in the Hillside Room, March 9th is a tentative meeting, and March 23rd in the Multi-purpose Room. Ms. Wright stated she is still working on the Snapshot for the programs run in the Multi-purpose room at RRC. Ms. O'Connor stated that she, Mr. Chris Burnham and Ms. Wright met with Mr. Ed Olsen and Mr. Kevin Naughton from the Parks and Forestry Department. The two teams discussed field layouts, an update on the fees report and using Riverside Field for a Youth Field Hockey program. Ms. Chaston stated that we should reach out to the neighbors about the field use. Ms. O'Connor stated that she was working with Youth and Family Services on the Unplugged campaign.

3. Program Report

The Commission reviewed the Program report.

4A. School Administration Building Working Group

Mr. Gerstel discussed the 6 options that the working group is looking into. As Mr. Haff and Mr. Popper from Building Design and Construction presented, options 4 and 5 utilize the Stephen Palmer building and Greene's Field. Options 1, 2 and 3 are all located within the same footprint of the current School Administration Building and option 6 would be in the old Hillside School Building. Mr. Gerstel shared with the working group that losing Greene's Field for 2 years was not an option. Mr. Gerstel stated that among the group the Hillside option seemed favored by most and the only concern was the timing. Mr. Gerstel stated that people like the Greene's Field option because of the timing and trouble with the Stephen Palmer option is the timing. The Town Manager will be setting up a Chair's meeting to continue the conversation.

4B. 2020 Pool Season

Mr. Gerstel stated that there was a meeting between himself, Ms. Fitzpatrick, Ms. Chaston, Ms. O'Connor and Mr. Retzky. The group discussed an end of season report submitted by Mr. Cashman. Mr. Gerstel stated that discussed a few longer-term goals such as converting to liquid CO2. Ms. Fitzpatrick was supportive of any repair that needed to be completed. The group discussed the pool start-up bid process, and other maintenance items that need to be completed in the pre-season. Mr. Retzky was asked to create a repairs and maintenance punch list.

Mr. Gerstel asked about staffing and another item mentioned in the end of season report, adjusting the hours on the weekend to have only one shift of lifeguards. Mr. Toolan expressed concerns and asked to see a report of attendance by hour. Mr. Cashman stated that there needs to be clear expectations set for the facility and the staff. Mr. Gerstel asked to set up a meeting with Charles River Aquatics. Ms. Chaston stated that we need to ensure necessary capital projects are added to the capital plan for FY22. Ms. O'Connor and Ms. Wright discussed the planned Meet & Greet and Start of Summer Bash to kick off the summer season. Mr. Gerstel stated he would gladly man the grill again this summer.

4C. Project Updates

Ms. O'Connor and Ms. Wright discussed the on-going projects within the department such as the DeFazio speed signage and the dock.

5A. Fees: Summer

Mr. Toolan moved to approve the fees as presented for the summer season. Ms. Chaston seconded the motion and the motion was approved unanimously, 3 – 0.

5B. Special Event Requests

Needham Youth Field Hockey

Mr. Toolan moved to approve the Special Event Request for Needham Youth Field Hockey Open House. Ms. Chaston seconded the motion and the motion was approved unanimously, 3 – 0.

Sunita Williams PTC

Mr. Toolan stated that they needed more information on this request regarding the inflatables and the food plan. Mr. Toolan stated that if a third company is going to be used, their information should be included on the permit and an insurance certificate should be received. No food will be permitted on the turf field. Mr. Toolan stated that they will also need to work with the Building Maintenance department to gain access to the school. **Mr. Toolan moved to defer the Special Event Request for the Sunita Williams PTC Spring Carnival. Ms. Chaston seconded the motion and the Special Event Request was deferred.**

6. Items Not Reasonable Anticipated by Chair within 48 Hours

None presented.

7. Topics for Future Agenda

Mr. Gerstel stated that he would like an updated on the February 11th Select Board meeting in regard to the discussion about the Nike Site.

8. Adjournment

Mr. Toolan moved to adjourn the February 10, 2020 Park and Recreation Commission meeting at 9:30pm. Ms. Chaston seconded the motion and the meeting adjourned at 9:30pm.

Respectfully submitted,

Kristen Wright
Administrative Specialist