

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

**Minutes of Meeting  
November 9, 2020**

**PRESENT:** Cynthia J. Chaston, Christopher J. Gerstel, Michelle S. Geddes, Matthew M. Toolan,  
Bruce R. Williams

**STAFF:** Stacey Mulroy, Kristen Wright

Ms. Chaston called the meeting to order at 7:04 PM remotely using Zoom. Ms. Chaston read a statement regarding public meeting process due to COVID-19.

**1. Open Forum – Public Comment**

None presented.

**2. Director’s Report**

Ms. Mulroy presented the Director’s Report.

The Commission discussed updating the Assistant Director job description.

Ms. Chaston asked for a summary regarding switching to camps from programs. Ms. Mulroy stated that basically if it is over 2 hours and more than 2 days a week it is considered a camp. Ms. Mulroy stated that other differences include the paperwork required, level of staffing per participants, and having a certified nurse. Mr. Toolan would like to at the entire impact of switching and the impacts it will have on staffing, revenues, and expenses. Mr. Toolan also stated that there will need to be more support from across the Town and work on getting finalized locations earlier. Ms. Mulroy stated that she will continue to work with Town principals. Ms. Chaston asked that the conversation is continued in the next meeting. Mr. Toolan would like to see a formal proposal from the staff to make the switch.

**3A. Projects**

**Rail Trail Advisory Committee**

Ms. Mulroy shared the flyer for the community art project that is being organized by Youth and Family Services. Ms. Mulroy stated that the next meeting will be in February 2021.

**Open Space & Recreation Plan**

No updates presented.

**Needham Baseball & Softball Project**

Ms. Mulroy stated that there is a meeting being put together to discuss the project with all the different parts of the Town. Ms. Mulroy stated that the user group provides the funding, and the contract will be drafted and executed by the Town. Ms. Chaston asked who is spearheading the process and Ms. Mulroy stated that Assistant Town Manager Katie King is setting it up. Mr. Toolan asked about the other interactions with the other User Groups. Ms. Mulroy stated that it will change some processes and update the user groups at the next Field Summit. Mr. Toolan asked

about the fees paid to the Town and increasing these fees and the Town will provide the service and further asked to involve the user group. Ms. Mulroy stated that in the future the department and the Town will likely own the contract. The Commission stated that their understanding was that the user groups would contract these services outside of the Town because the Town could not meet their needs and the department would have to take on that additional coordination if the fees and contracts were all managed by the Town. Ms. Mulroy stated that the service contacts are not simplistic but ensure that we are following all the laws.

#### **Walker Pond**

Ms. Mulroy shared an update from Assistant Town Manager Katie King within the packet. The Commission discussed the timing of the project and the phases of the projects.

### **3B. Programs**

#### **Summer Programs vs. Summer Camps**

Discussed earlier in the meeting.

#### **Field Hockey Fee**

Ms. Chaston discussed the issue that the Field Hockey had during the start up of the program this year and suggested the field fee be waived for this fall.

**Mr. Gerstel moved to waive the fees for Youth Field Hockey for the Fall 2020 season. Mr. Toolan seconded the motion and it passed 5-0.**

Ms. Chaston would like to see an outstanding user fee report.

#### **Field User Group Booklet**

Ms. Mulroy stated she would be reviewing the current Field User Group Booklet and believes that there is some updating that should be done. Mr. Toolan stated that it is great to review and that any updates to the joint field use policy will require meeting with the Memorial Park Trustees. Ms. Mulroy stated that she looks forward to meeting with the Memorial Park Trustees and streamline the process.

### **3C. Facilities**

#### **Park Bathrooms**

Ms. Mulroy stated that the field restrooms are now closed and port-a-potties have been placed at DeFazio and Cricket while our field permits wrap-up.

### **3D. Miscellaneous**

#### **Commission Goals**

The Commission reviewed the Goals and Responsibilities and adjustments that should be made. Ms. Wright will draft the changes to be reviewed at the next meeting.

Ms. Mulroy and the Commission discussed the project that may be approached at the Fisher Street Trailhead at the Rail Trail.

**4A. Special Event Approvals**

Ms. Mulroy stated that the special event original up for review has been withdrawn.

Ms. Wright provided an update on the revised Turkey Hunt. Ms. Mulroy asked for discretion when setting the fee. Mr. Toolan suggested that this event be a 'Give Back' program and suggested donations to the Community Council.

**4B. Meeting Minutes**

**Mr. Gerstel made a motion to approve the meeting minutes of August 24, 2020. Mr. Toolan seconded the motion and it passed 5-0.**

**5. Topics for Future Meetings**

Topics to be discussed included camps vs. programs. Mr. Gerstel wanted to the extend a 'Thanks' to the DPW for fixing the potholes at DeFazio and asked to get an update from the injured participant from the Halloween event.

**6. Issues Not Reasonably Anticipated by Chair within 48 Hours**

None presented.

**7. Upcoming Commission Meetings**

The Commission reviewed the meeting dates.

**8. Adjournment of Business Meeting**

**Mr. Gerstel moved to adjourn the November 9, 2020 Park and Recreation Commission meeting at 8:58pm. Mr. Toolan seconded the motion and the meeting adjourned at 8:58pm.**