

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

**Minutes of Meeting  
November 23, 2020**

**PRESENT:** Cynthia J. Chaston, Christopher J. Gerstel, Michelle S. Geddes

**ABSENT:** Matthew M. Toolan, Bruce R. Williams

**STAFF:** Stacey Mulroy, Kristen Wright, David Davison

**GUESTS:** Fritz Murphy, Jacob Matthews

Ms. Chaston called the meeting to order at 7:05 PM remotely using Zoom. Ms. Chaston read a statement regarding public meeting process due to COVID-19.

**1. Open Forum – Public Comment**

None presented.

**3A. Projects**

**Needham Baseball & Softball Project**

Mr. Davison thanked Ms. Chaston and the Commission for allowing him to attend to the meeting to discuss accepting gifts. Mr. Davison stated that the financial gift can be accepted once approved by the Select Board and the group can restrict how the fund can be used. Mr. Gerstel thanked Mr. Davison for providing clarity and stated that knowing the policy in the future will be helpful for all involved going forward. Ms. Chaston asked if the group can do the work and donated the completed item. Mr. Davison stated that potential small projects could be donated but anything that is permanently altering the property, such as a building or grading the field, needs to comply with wage laws, eligible vendors, engineering considerations, and certified engineering plans. Ms. Chaston asked if there were projects that could be done or donated. Mr. Davison stated that a small project where a contractor was going to put down a pad for trash receptacles, that may be something that could be donated, but other projects will fall into the tens of thousands of dollars and fall under the regulations of public procurement. Mr. Davison stated that having the project run through proper Town channels it will also reduce the liability of the group making the donation. Mr. Gerstel asked about the field lining. Mr. Davison stated that lining of the field could be considered as a condition of the field use. Mr. Davison added that he does not want to deter accepting gifts, but the Town will have to follow the appropriate procurement processes and if the gift does not cover the entire cost of the project, then it will have to go to Town Meeting as an article.

Ms. Geddes asked if the process for the proposed gift from Needham Baseball & Softball could move forward. Ms. Mulroy stated that if the gift can cover the entire cost then it can move quickly and the other factors would be the bandwidth of the other Town departments that oversee the different processes.

## **2. Director's Report**

Ms. Mulroy presented the Director's Report.

Ms. Chaston asked what the issue with the lights around the track. Ms. Mulroy stated that they have all burnt out. The Commission discussed the use of the lights in the future. The Commission discussed having access to turning off the lights. Ms. Chaston stated that she is strongly opposed to allowing more access to the lighting system. Ms. Mulroy stated that other concerns would be having individuals 'handing out' the access to the lights.

The Commission discussed the playground recommendations, and the prioritization of which playgrounds are replaced or repaired first including DeFazio and Perry that have previously been presented. Ms. Mulroy and Ms. Wright discussed the dynamics of each playground and other factors to consider when servicing the residents of the Town.

## **3B. Programs**

### **New Program Ideas**

Ms. Mulroy discussed the Activity Bags and videos to get out to the public.

## **3C. Facilities**

No updates presented.

## **3D. Miscellaneous**

### **Commission Goals**

The Commission reviewed the Goals and Responsibilities.

## **4A. Special Event Approvals**

### **Mitchell PTC Event – Parking Lot Bingo**

**Mr. Gerstel made a motion to approve the Mitchell PTC Parking Lot Bingo event. Ms. Geddes seconded the motion and it passed 3-0.**

### **Parent Talk – Turkey Hunt**

**Mr. Gerstel made a motion to approve the Parent Talk Turkey Hunt event. Ms. Geddes seconded the motion and it passed 3-0.**

## **4B. Meeting Minutes**

The Commission did not have a quorum present to approve the minutes and they will be addressed at the next meeting.

## **5. Topics for Future Meetings**

Ms. Chaston would like to further be discussed the safety lights around the DeFazio Track.

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

Ms. Geddes asked about the Pollard fields. Ms. Mulroy stated that she will look into it.

**7. Upcoming Commission Meetings**

The Commission reviewed the meeting dates.

**8. Adjournment of Business Meeting**

**Mr. Gerstel moved to adjourn the November 23, 2020 Park and Recreation Commission meeting at 8:09pm. Ms. Geddes seconded the motion and the meeting adjourned at 8:09pm.**