

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

**Minutes of Meeting  
May 24, 2021**

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

**ABSENT:** Bruce Williams

**STAFF:** Stacey Mulroy, Kristen Wright, Fabien Desrouleaux

**GUESTS:** Andrew Baker, Patty Deroian

Ms. Chaston called the meeting to order at 7:03 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**

The Commission discussed the portable restrooms.

The Commission and Department discussed accessibility of Town playgrounds. Ms. Geddes asked about next steps and how projects will be prioritized. Ms. Chaston stated that the priorities should be outlined during the capital planning.

The Commission discussed the placement of the Skate Park. Ms. Mulroy stated that she is working with the principal of Pollard.

Other items the Commission discussed was the Pollard back stop repair and the graffiti at Memorial.

Guest Andrew Baker and Patty Deroian discussed Claxton field and shared their concerns regarding field maintenance. The Commission and the Department came up with short-term solutions until the field renovation. Ms. Mulroy stated that a larger concern is regarding trash at the fields. Ms. Chaston discussed forming a committee.

Ms. Mulroy discussed staffing at the Pools and opening. Ms. Mulroy discussed different time slot scenarios highlighting safety and equity. Ms. Chaston stated that the general response is that we will have time slots and follow the guidance that the Board of Health recommends.

**Ms. Hannigan made a motion to increase the fee maximum to \$10 per person with a \$35 family maximum. Mr. Gerstel seconded the motion and it passed 4-0.**

Ms. Mulroy also provided an update about the boat dock.

**3A. Commission Goals, Responsibilities, Policies & Procedures**

Ms. Chaston asked the Commission to review and to discuss further at the next meeting.

**3B. CPC**

No updates. Ms. Chaston asked the Commission to keep projects in mind for the application project.

**3C. Porta Potties**

Discussed earlier in the meeting.

**3D. Reservoir Trail Naming**

The Commission discussed the Reservoir Trail naming. Ms. Chaston asked Commissioners to send feedback to Stacey.

**3E. Capital Projects**

The Commission review the current capital plan. Ms. Chaston asked the Commissioners to identify any items to add, and to gather any questions for the current projects.

**3F. Permitting Fees**

Ms. Mulroy asked to discuss further at a future meeting.

**4A. Commission Goals & Responsibilities**

Moved to the next meeting.

**4B. Special Event Requests**

Broadmeadow 2<sup>nd</sup> Grade Event

**Mr. Gerstel made a motion to approve the second-grade event to be held by Broadmeadow PTC and waived the special event fee. Ms. Hannigan seconded the motion and it passed 4-0.**

Parent Talk Barn Babies

**Mr. Gerstel made a motion to approve the special event requests by Parent Talk and waived the special event fee. Ms. Geddes seconded the motion and it passed 4-0.**

Broadmeadow PTC Parking Lot Bingo and 5<sup>th</sup> Grade Event

**Ms. Geddes made a motion to approve the special event requests by Broadmeadow PTC for both the Parking Lot Bingo and 5<sup>th</sup> Grade Event and waived the special event fee. Ms. Hannigan seconded the motion and it passed 4-0.**

Bay State Instructional Football Clinic

**Ms. Hannigan made a motion to approve the clinic request and a \$5 per person, per day clinic fee. Mr. Gerstel seconded the motion and it passed 4-0.**

**4D. Meeting Minutes**

**Mr. Gerstel made a motion to approve the meeting minutes from May 10, 2021. Ms. Geddes seconded the motion and it passed 4-0.**

**6. Topics for Future Meetings**

Ms. Hannigan wanted to talk about Car Washes.

**7. Issues Not Reasonably Anticipated by the Chair within 48 Hours**

None presented.

**8. Next Meetings**

The Commission reviewed the next meeting dates and that we can be moving back to in person.

**9. Adjournment of Business Meeting**

**Ms. Hannigan moved to adjourn the May 24, 2021 Park and Recreation Commission meeting at 8:56pm. Mr. Gerstel seconded the motion and the meeting adjourned at 8:56pm.**

Respectfully submitted,

Kristen Wright  
Administrative Specialist