

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

**Minutes of Meeting
September 27, 2021**

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

STAFF: Stacey Mulroy, Fabien Desrouleaux, Kristen Wright

GUESTS: Steve Deroian, Andrew Baker, Steve Fierriera, Lucy McHugh, Jennifer Buell

Ms. Chaston called the meeting to order at 7:01 PM.

1. Open Forum – Public Comment

Andrew Baker shared with the Commission what has been done since the last meeting in terms of the Capital Project at Claxton. Ms. Chaston shared that the Commission was just as surprised to learn that the project was delayed. The Commission and Ms. Mulroy discussed the next steps including more meetings later in the week. Steve Deroian asked to stay informed with the process and would like to make sure that things are not delayed further due to missed deadlines. Mr. Gerstel stated that the fact that people are still talking and the timeliness of the following up meetings.

Ms. Chaston thanked everyone for their input and time.

5A. Special Event Approvals

Broadmeadow PTC – Outdoor Movie Event

Ms. Discussed the event and how they would like to run it.

Ms. Hannigan made a motion to approve the outdoor movie event to be held by Broadmeadow PTC at the Broadmeadow Lower field from 5:00pm – 9:00pm on Saturday, October 30. The fee for this event is \$250. Ms. Geddes seconded the motion and it passed 5-0.

The remainder of this agenda item was addressed later in the meeting.

2. Chair's Update

Ms. Chaston stated that the trash incitive remains a priority for the Commission and that she has reached out to the Select Board and asked for Commissioners interested in helping the initiative along.

Ms. Chaston stated that the department should work on stockpiling certain supplies so that they can be installed in a timely manner and discussing a better system.

Ms. Chaston discussed the storyboard that was installed at DeFazio and discussed the empty stakes that were installed. Mr. Desrouleaux discussed that he was working with the Library on the project, and it will be addressed.

Lastly, Ms. Chaston stated that a member of the Select Board resigned, and the Select Board will be discussing the next steps at their regularly scheduled meeting Tuesday, September 28.

3. Director's Report

Ms. Mulroy reviewed the report. The Commission discussed the Tennis Courts, and the track lighting projects.

4A. CPC

Mr. Gerstel stated that at the last CPC meeting that Superintendent Dan Gutekanst presented an update of the Emery Grover project. Mr. Gerstel stated that the Committee will continue to work on updating the plan and that the CPC Application is online. Ms. Chaston suggested that if we have any capital projects that are eligible that the application be submitted.

4B. Outdoor Facilities – Basketball Nets

Discussed earlier in the meeting.

4C. Porta Potties & Bathrooms

Ms. Mulroy stated that there were some issues at one site where the porta-potty was tipped over. Ms. Mulroy and Ms. Wright stated that we were working with the park restroom cleaners to ensure they were servicing the restrooms according to the contract.

4D. Capital Projects

Ms. Chaston asked about the current projects underway including the dock and pavilion. Ms. Mulroy stated that they were on track.

4E. Trash Initiative

Discussed earlier in the meeting. Ms. Chaston stated she was hopeful that the RTS Director would come to a future meeting.

5A. Special Event Approvals

Williams PTC – Parking Lot Bingo

Mr. Gerstel made a motion to approve the Parking Lot Bingo event to be held by Williams PTC in the Williams Parking Lot on Saturday, October 16 from 3:30pm – 5:45pm. The fee has been waived for this event. Ms. Hannigan seconded the motion and it passed 5-0.

Jess Poliquin – 5-year-old birthday party

Mr. Gerstel made a motion to approve the 5-year-old birthday party at Newman Playground to be held by resident Jess Poliquin on Saturday, October 16 from 3:30pm – 6:15pm. Mr. Gerstel further stated that tables could be brought on-site for pizza, juice boxes, and fruit. All trash must be removed from the site at the conclusion of the event. The fee has been waived for this event. Ms. Hannigan seconded the motion and it passed 5-0.

Mitchell PTC – Truck or Treat

Ms. Geddes made a motion to approve the trunk or treat event to be held by Mitchell PTC in the Mitchell Playground from 3:30pm – 6:00pm on Sunday, October 17. The fee has been waived for this event. Mr. Gerstel seconded the motion and it passed 5-0.

5B. Meeting Minutes

Mr. Gerstel made a motion to approve the meeting minutes from September 13, 2021. Ms. Hannigan seconded the motion and it passed 4-0-1.

8. Topics for Future Meetings

- Claxton Field
- Skatepark
- Fees/Policies
- Committee Calendar
- Open Space

9. Issues Not Reasonably Anticipated by the Chair within 48 Hours

Mr. Gerstel asked if there was any news after the YMCA gala and Ms. Mulroy stated that none was reported. Mr. Gerstel stated that he wishes to send his support to the Select Board while they operate with a vacancy. Lastly Mr. Gerstel wished Ms. Chaston a belated birthday.

10. Next Meetings

The Commission reviewed the next meeting dates. The Commission discussed that on October 18th they would begin their business meeting at 6:30pm and open the field summit at 7:30pm.

11. Adjournment of Business Meeting

Mr. Gerstel moved to adjourn the September 27, 2021, Park and Recreation Commission meeting at 8:50pm. Ms. Geddes seconded the motion and the meeting adjourned at 8:50pm.

Respectfully submitted,

Kristen Wright
Administrative Specialist