

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

**Minutes of Meeting
November 22, 2021**

PRESENT: Cynthia Chaston, Christopher Gerstel, Bruce Williams, Dina Hannigan

ABSENT: Michelle Geddes

STAFF: Stacey Mulroy, Fabien Desrouleaux, Kristen Wright

GUESTS: Carys Lustig

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

1. Open Forum – Public Comment

None presented.

2. Chair’s Update

Ms. Chaston discussed the meeting with the Select Board with the Commission. Ms. Chaston shared that she felt it was a good meeting between the two boards.

3. CPC Update

Moved to the next Park and Recreation meeting.

4. Project Updates with DPW

Ms. Chaston welcomed Ms. Lustig to the meeting. Ms. Lustig shared a bit of background and the partnership that both the Park and Recreation Commission and Department and the Public Works Department have shared in the past and that throughout the years the communication directly with the Commission may have been missing or less consistent. Ms. Lustig thanked the Commission for their role in advocating for projects to improve field and park facilities throughout Town. Ms. Lustig stated that she and the Department of Public Works would be reaching out for more feedback, input, and guidance from the Commission in the future.

Ms. Lustig reviewed the projects currently in the Capital Improvement Plan, including future years and highlighted the projects moving forward in the FY23 cycle. Those projects include the Boat Launch, Town Common, Claxon, McLeod, and Walker-Gordon. Future projects included DeFazio Asa Small, Dwight Field, Broadmeadow, and Eliot field improvements. Ms. Lustig stated that she would like to meet on an annual basis to discuss and prioritize projects.

Ms. Chaston thanked Ms. Lustig for her presentation. Mr. Gerstel thanked Ms. Lustig and stated he appreciated the process and open communication. Mr. Gerstel asked about Walker Pond and the Reservoir projects. Ms. Lustig stated that both projects would likely be funded from DPW funding. Ms. Chaston asked about the timing of the Claxton field project. Ms. Lustig stated that once the scope is revised that it would be presented at a future meeting for discussion. The Commission and Ms. Lustig discussed trash and Ms. Lustig stated that they will be trying a pilot program that include

locations that have numerous trash barrels, and ones that have no trash barrels and supported a carry-in/carry-out model. A version of this has been done in Natick and the carry in/carry out model was the most successful. Ms. Lustig stated they will also be working with the art department to design exterior art for the Big Bellies.

The Commission thanked Ms. Lustig for her time.

5. Director's Report

Ms. Mulroy reviewed the Director's report.

Ms. Mulroy stated that the brochure would be posted by December 8th and registration will begin the December 15th. Ms. Mulroy stated all grass fields are now closed for the season. Ms. Mulroy shared that there has been requests to install storage containers at DeFazio. The Commission will discuss this further at their next meeting.

6A. Capital Projects

Reviewed earlier in the meeting.

6B. CPC

Mr. Gerstel stated that the CPC met on the 17th and continue to work on revising the CPA plan. Mr. Gerstel stated that applications are due by December 3rd and the CPC will meet again on December 8th for their eligibility review of the submitted applications.

6C. Playgrounds & Facilities

Reviewed earlier in the meeting.

7A. Special Event Approvals

None presented.

Fee Approvals

The Commission reviewed the fees for Winter 2022 programs.

Mr. Gerstel made a motion to approve the Winter 2022 fees. Ms. Hannigan seconded the motion and it passed 4-0.

7B. Meeting Minutes

Mr. Gerstel made a motion to approve the meeting minutes from November 8, 2021. Mr. Williams seconded the motion and it passed 4-0.

8. Topics for Future Meetings

The Commission stated that the pool reports and storage containers at DeFazio would be topics for the next meeting.

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

No presented.

8. Next Meetings

The Commission reviewed the next meeting dates and determined that there will be no meeting on December 27th.

9. Adjournment of Business Meeting

Mr. Gerstel moved to adjourn the November 22, 2021, Park and Recreation Commission meeting at 8:51pm. Ms. Hannigan seconded the motion and the meeting adjourned at 8:33pm.

Respectfully submitted,

Kristen Wright
Administrative Specialist