

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

**Minutes of Meeting
January 9, 2017**

PRESENT: Matthew M. Toolan, Chairman
Christopher J. Gerstel, Vice Chairman
Cynthia J. Chaston, Member
David C. DiCicco, Member
Michelle S. Geddes, Member
Patricia M. Carey, Director
Robyn G. Fink, Assistant Director

GUESTS: Earl Kasdon, Minuteman Model Yacht Club
Janet Jankowiak, Charles River YMCA Board
Connie Kaufman, Charles River YMCA Board
John Gallelo, Chairman, Memorial Park Trustees; representative American Legion Baseball
John Hrones, Needham Track Club
Mark Miskin, Needham Soccer Club
Bruce Herman, Needham Sports Council
Barry Coffman, Needham Sports Council
Tom Jacob, Needham Sports Council
Mark Ettinger, Temple Aliyah Men's Club
Bob Brown, Temple Aliyah Men's Club
Mark Verville, Needham Boys Lacrosse
Micah Hauben, Athletic Director, Needham High Athletics
Al Shapiro, Needham Co-Ed Softball
Steve Hoffman, Needham Girls Lacrosse
Marcus Nelson, Charles River YMCA
Bill Gallagher, Needham Frisbee Club
John Sullivan, Needham Junior Football

Mr. Toolan called the meeting to order at 7:02 PM in the Charles River Room of the Public Services Administration Building.

1. **Minutes of Meeting of December 19, 2016:** Mrs. Chaston made a motion to approve the minutes of the December 19, 2016 meeting. The motion was seconded by Mr. Gerstel and was approved unanimously.
2. **Director's Report:** The Commission read the written report. Ms. Carey reported there are two upcoming meetings scheduled related to the Eversource proposal. One is on Tuesday, January 17, at 6:30 PM in the Charles River Room at the Public Services Administration Building with the direct abutters to the former gravel pit. The second meeting is at the

Commission's January 23rd meeting at which the Board of Selectmen will join the Commission for a joint public hearing on the full project, including all the roadwork. This meeting will be held at the Broadmeadow Performance Center.

3. **Program report:** The Commission read the written report. Ms. Fink reported that the Boda Borg early release day program for middle school students is full.
4. **Discussion items:**
 - A. **Rosemary Recreation Complex Project:** Written Update in Appendix A
 1. **Design:** Ms. Carey reported that the Planning Board voted their decision and filed it on January 3rd with the Town Clerk, which starts the 21 day appeal period. The Conservation Commission's Order of Conditions was not appealed and is finalized. Information continues to be gathered for the MEPA filing and the attorneys are drafting the waiver request so that, if approved, the MEPA process would be finished for the Rosemary Recreation project, and just continue for the Rosemary Sediment Removal process.
 2. **Financing:** Mrs. Chaston is working on a draft for possible revenue. Mrs. Chaston asked if the Community Preservation Committee had any feelings towards the project and Mr. Gerstel noted that there were no concerns raised about the scope of the project, but that more information on financing would need to be developed with assistance from Assistant Town Manager David Davison. Mrs. Chaston will work with Ms. Carey and Ms. Fink on staffing numbers, to help in the review of the possible operating budget.
 3. **Programming**
 4. **Marketing**
 - B. **FY' 18 Operating and Capital Budgets:** Ms. Carey reported there are no updates as Finance has just started the review of all department budgets, and must then discuss options with the Town Manager.
 - C. **7:30 PM Field Scheduling Summit**

5. Action Items

- A. **Special Event Request - Soccer Club:** The Commission reviewed the request from the Needham Soccer Club to hold their 41st Annual Needham Memorial Day Tournament with set up starting May 25, games being held May 26 through May 29, and clean up on May 30. They are requesting fields at DeFazio, Cricket, High Rock, Pollard, and Newman. A separate request will be submitted to the Trustees of Memorial Park. Mr. DiCicco made a motion to approve the Needham Soccer Club's annual Needham Memorial Day Tournament from May 26-29, 2017 on DeFazio, Cricket, High Rock, Pollard and Newman, with the tournament fee of \$15,000. Mr. Gerstel seconded the motion and it was approved unanimously. The Needham Soccer Club has also requested permission to keep the lights on after 9 PM, until 10 PM at the latest, on DeFazio Brock

and DeFazio Founders fields on Friday, May 26 and Saturday, May 27. The ZBA permit for use of athletic field lights allows for the Commission to grant permission for this extension for special events, with discussion held at two meetings, and the vote not taken until the second meeting. The Commission noted that there have not been problems with the approval of this request in the past, and will continue discussion and vote on the request at an upcoming Commission meeting.

B. January Meeting Schedule: The Commission reviewed the schedule. The Commission will hold a special meeting on Thursday, January 19, 2017 at 7:00 PM to discuss the finances of the Rosemary Recreation Complex.

6. Topics for future agendas: none presented

7. Adjournment of meeting: Mrs. Chaston made a motion to adjourn the meeting at 7:31 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 7:31 PM.

Field Scheduling Summit

1. Welcoming statement – Matt Toolan, Chairman – on behalf of the Park and Recreation Commission and Trustees of Memorial Park: Mr. Toolan welcomed all user groups to the field scheduling summit meeting and thanked them for all of their hard work throughout the year.

2. Introduction of Meeting Participants

3. Sports Council/Fields of Dreams Update – Bruce Herman, Barry Coffman, Tom Jacob: Mr. DiCicco gave an overview of the projects that have happened since the Field of Dreams including the renovation of Walker-Gordon, the renovation of Greene's Field, the renovation of the Newman fields, and the creation of the athletic improvement fund, currently over \$1 million. Bruce Herman, from the Needham Sports Council gave an overview of the role of the Sports Council since it was created. Fields of Dreams was a \$7 million project that was funded with \$5.5 million of donations through the Sports Council and \$1.5 million from Town funds. Part of the donations was a \$1.6 million loan from Needham Bank, and several of the groups using the fields that were built have been contributing towards the pay-off of the loan which was a 7 year commitment. The Sports Council is meeting with those groups, looking for an additional 2.5 year commitment to complete the pay-off. The Needham Bank has reduced the interest rate to assist with the pay-off. Sports Council members Barry Coffman and Tom Jacob gave additional input on the value of the Sports Council and the need to have additional membership in the future.

4. Updates from Chairman Matt Toolan: Mr. Toolan reminded the user groups that there is no additional field space, so to work together on the use, and not leave spaces unused. He requested that all groups continue to ask their volunteers parents and coaches to monitor the

trash and the trash cans are too full to be sure to carry out trash. Mrs. Chaston suggested that ideas that might help groups be shared with the Commission throughout the year, as well as to share concerns. Chairman of the Trustees of Memorial Park John Gallelo said that the youth groups are doing great with the trash cleanup. If any user groups have a request for Memorial Park, they have to go through the Memorial Park Trustees. Memorial Park Trustees are currently going through a feasibility study to update the building. Every group who uses the building will need to meet with the firm to explain how they currently use the building.

On behalf of the Trustees of Memorial Park, Mr. Gallelo stated that the Trustees would like to be able to show the ZBA that the evening time limit should be extended to 10 PM. In order to do that, he would like to see more groups utilize the lights to 10 PM on Friday nights, when it is already authorized. He asked that all groups continue to work on cleaning up trash after each use.

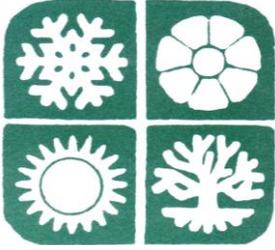
5. Updates from Director of Park and Recreation Patty Carey:

Ms. Carey reminded the groups of the scheduling process and the need to submit information on time. Budgets are currently under review, and Parks and Forestry Superintendent Ed Olsen is seeking some additional funds to go towards the maintenance of the elementary school fields. Recent projects which have been completed include the Mills restroom; the backstop repairs at Avery, Dwight, Mitchell and Perry; and the Pollard fields. At DeFazio, the parking lot lights are under review, and barriers are being purchased to create some order in the parking lot. Mr. Toolan asked that all groups help share the information on the new parking configuration with their families, once more information is available. Ms. Carey and Mr. Olsen are working with a specialist with Canada Geese to try some additional solutions to keep them off fields, particularly at Memorial, DeFazio, and Walker-Gordon. The Commission and the Trustees will be starting a discussion later this year on the replacement of the synthetic turf at both parks, including new options for the carpet and the infill mix. The new Hillside School on Central Avenue is in the design phase. The field space will be limited, and may possibly be a synthetic turf with a cushion rather than an infill mix. Once the new school opens, there will still be use of the fields at the current Hillside School. The DPW will likely be taking down the former salt shed between DPW and DeFazio this summer, so the access road between the two properties may not be available this summer.

6. Organizations Meeting: Diamond Groups and Multipurpose Groups to Discuss Resolutions to Conflicts: The representatives met in small groups to discuss upcoming issues on field use.

Respectfully submitted,

Robyn Fink, CPRP
Assistant Director



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ROSEMARY RECREATION COMPLEX UPDATE

January 6, 2017

DESIGN:

Planning Board Permit:

The Planning Board approved all of the waiver requests and signed the decision that outlines requirements for the project in order to receive a building permit, as well as requirements for receiving an occupancy permit. The final version will be sent to the Town Clerk's Office and be available for review/appeal for 21 days before it can be finalized and officially recorded.

Conservation Commission

It appears that there were no appeals during the designated time period, so the Order of Conditions will be registered at Norfolk County Deeds office.

MEPA – MA Environmental Policy Act:

Most of the draft text for the Draft Environmental Impact Report (DEIR) has been written and will be reviewed by our attorneys before officially submitted by BETA on behalf of both projects by January 17th. Our attorneys will also file a waiver request for the Rosemary Recreation project. Once the DEIR is submitted, it is published in the Environmental Monitor in one of two monthly editions, starting the 30 day comment period. Anyone can comment, from a state organization to a Needham resident. Once that time frame passes, the MEPA staff reviews all information and comments that have been received. There is a 7 day period for MEPA to make a recommendation to the Secretary of Energy and Environmental Affairs and for him to respond. So, it is a 1.5-2 month process. If all information was submitted by mid-January, as an example, a response would be known by mid-March.

BETA reached out to the staff person for Chapter 91 Waterways, a DEP division. This relates to public access to waterways. The sediment removal project requires a Chapter 91 permit for temporary disruption to public access during construction. Chapter 91 also authorizes a license for placement of a structure within a water body. There are specific types of water bodies that Chapter 91 has jurisdiction over, and it doesn't appear that Rosemary Recreation qualifies for the need for a license. The initial conversation with Chapter 91 staff indicated that the project might be under their jurisdiction, requiring an application after the MEPA review was complete. But, after a second conversation with Chapter 91 staff, it is possible that it may not require an application, or that we need to submit a Request to Determine Applicability (RDA) for an official ruling. Our attorneys are assisting with this license issue.

FINANCING:

Community Preservation Application: The CPC will have their first update from Liaison Mark Gluesing at their January 11th meeting. Mr. Gluesing met with Project Manager Mike Retzky over the summer, to help with the review on the aspects of the project that are eligible for CPA funding.

Finance Committee: The review meeting on the department's operating budget was held on January 4th. This is for fiscal year 2018, which is from July 1, 2017 through June 30, 2018. If the project is approved, some portion of the budget would be needed for the pre-season training and initial weeks of being opened in June. The hope is to maintain the former Rosemary Pool budget to retain some of the staff and to get trail and park projects completed, or increase capacity at some summer programs.

Prequalification: This is a legal procurement requirement for large construction projects, and the process outlines what types of disciplines must be prequalified. Companies have submitted their information to be prequalified to bid on the project under the following disciplines: General Contractor, electrical, HVAC, plumbing, painting, fire protection, masonry, miscellaneous metals, waterproofing, roofing, glass, acoustical ceiling, tile, and resilient flooring. Their information will be scored by the review team: Steve Popper, Mike Retzky, Tom Scarlata, and me. Daedelus has done the reference checks on all the firms. Their financial information will be reviewed by Commissioner Cynthia Chaston.

PROGRAMMING:

MARKETING: