

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

**Field Scheduling Summit
December 16, 2019**

PRESENT: Christopher J. Gerstel, Chairman
Cynthia J. Chaston, Vice Chairman
Matthew M. Toolan, Member
Michelle S. Geddes, Member
Patricia M. Carey, Director
Christopher Burnham, Recreation Supervisor
Angela O'Connor, Assistant Director

ABSENT: David C. DiCicco, Member
John Gallelo, Trustees of Memorial Park

GUESTS: Edward Olsen, Parks & Forestry Superintendent
Kristen Wright, Administrative Specialist
Doug Fox, Needham Jr. Football and Cheerleading
L.J Gage, Needham Baseball & Softball
Robert Rutter, Needham Baseball
Mark Miskin, Needham Soccer Club
Eric Meyers, Needham Soccer Club
Lee Popper, Adult Mens Soccer
Dan Lee, Needham HS Athletics
Bill Gallagher, Needham Frisbee Club
Mark Ettinger, Temple Aliyah
Carl Rubin, Temple Aliyah
Eric Goldstein, Temple at Beth Shalom Softball
Mark Allen, Needham Girls Lacrosse
Joe Vivaldi, Needham Boys Lacrosse
Al Shapiro, Adult Coed Softball
Kathryn Frost, YMCA
Marcus Nelson, YMCA
Dina Hannigan, Needham Youth Field Hockey
Steph Magi, Needham Youth Field Hockey

The Field Scheduling Summit was called to order by Chairman Chris Gerstel at 7:42pm

1. **Welcoming statement – Chris Gerstel, Chairman – on behalf of the Park and Recreation Commission and Trustees of Memorial Park:** Mr. Gerstel 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. **Updates from the Trustees Ms. Patricia Carey –use of Memorial Park:** Ms. Carey stated that Mr. Gallelo was unable to attend the summit. Ms. Carey noted that user need to continue to pick up the trash. Ms. Carey thanked all the users that have contributed to picking up the trash..
4. **Updates from Chairman Chris Gerstel:** Mr. Gerstel reminded the user groups that there is going to be continuous reminders to pick up the trash. Mr. Gerstel noted that what your group brings in to the park they also should be bringing out. Mr. Gerstel really emphasized the importance of making sure the user groups are picking up their trash.
5. **Updates from Superintendent of Parks and Forestry Ed Olsen:** Ms. Carey reminded the groups of the scheduling process and the need to submit information on time. Mr. Ed Olsen thanked the users for their patience with all the work that went on over the course of the summer. Mr. Olsen stated Claxton Field would be the first project with lighting upgrades and field upgrades. Mr. Olsen discussed the McCloud Diamond drainage issue with sink holes and would be working towards fixing the sink holes. Mr. Olsen reviewed other projects including Eliot School diamond/green space, a “fluff and buff” of upper/lower fields. Mr. Olsen noted later this year the resurfacing of the track will take place. Mr. Olsen also noted to emphasize telling users to stay off of the over used areas of the track. Mr. Gerstel stated that there will be a temporary fence around the lacrosse wall at the McCloud field.
6. **Memorial Park Fieldhouse: Cecilia Simchak, Staff Liaison to Memorial Park Trustees:** Ms. Carey introduced Ms. Celcilia Simchak as the new Liaison to Memorial Park Trustees and that Ms. Simchak would be working closely with John Gallelo and the Trustees. Ms. Simchak stated that they are currently looking at getting all the information up online. Ms. Simchak noted that the Trustees would like user groups to meet and come together. Ms. Carey stated that they will be meeting in January to discuss and set the fees for use.
7. **Athletic Field Scheduling Updates: Director of Park and Recreation, Patty Carey; Recreation Supervisor, Chris Burnham:** Ms. Carey reviewed the field scheduling procedures and introduced Mr. Chris Burnham. Ms. Carey noted that there should be two primary contacts in each group. Ms. Carey noted that there will be field cancelation notifications due to weather posted by 3:00pm. Ms. Carey noted that permits are needed for special events such as tournaments and round robins. Ms. Carey also noted that lights are a special event request as well. Mr. Burnham noted that when user groups submit their request that the groups are detailed with their description of what they need. Mr. Gerstel noted that Park and Recreation will provide a contact information sheet for the user groups.

- 8. 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.

Ms. Chaston moved to adjourn the Field Scheduling Summit at 9:00pm. Ms. Geddes seconded the motion. The Field Scheduling Summit was adjourned at 9:00pm.

Respectfully submitted,

Angela O'Connor
Assistant Director