

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

**Minutes of Meeting
January 6, 2020**

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

ABSENT: David C. DiCicco, Member

GUEST: Kristen Wright, Park & Recreation
Christopher Burnham, Park & Recreation
Kimberly Parsons, Park & Recreation
Edward Olsen, Superintendent of Park & Forestry
Daniel Gilmartin, Walker Pond Watershed Association
Barbara Hauschka, Walker Pond Watershed Association
John Carty, Needham Resident

Mr. Gerstel called the meeting to order at 7:00 PM at the Rosemary Recreation Complex.

1. **Minutes of Meeting – December 16, 2019:** Mrs. Chaston made a motion to approve the minutes of the December 16, 2019 meeting. Mr. Toolan stated that he would like the minutes amended under the Memorial Day Soccer Tournament review. The wording was amended. The motion was seconded by Mrs. Geddes. The motion was approved.
2. **Director's Report:** The Commission reviewed the written report. Ms. Carey noted the next meeting dates would be on January 27th.
3. **Program Report:** The Commission reviewed the written report. Ms. O'Connor gave a brief overview of the all the programs.

4. Discussion Items:

A. Parks and Forestry Superintendent- Claxton Design, Track Project: Mr. Edward Olsen first wanted to thank Ms. Carey for working with him for the last ten years. Mr. Olsen stated that the design proposal from Weston and Sampson will include improvements to the field site as well as the lighting. Mr. Olsen stated that this project will benefit Needham High School Softball, Needham Youth Jr. Football, Needham Youth Softball and young families. Mr. Olsen discussed the need for shelter/dug outs. Mr. Olsen noted that the softball fields need to look like a varsity field. Mr. Olsen noted that plan for additional landscaping is to shift the 2 fields. Mrs. Chaston asked if the

project included any upgrades to the bathrooms. Mr. Olson noted that there will be no upgrades to the bathrooms. Mrs. Chaston asked if there would be lighting for the entire complex. Ms. Carey noted that they would like to see the lights be upgraded. Mrs. Chaston asked about the overflow parking and if there was thought on that. Mr. Olson noted that overflow parking is at Town Forest. Mr. Gerstel asked if a multipurpose surface was possible. Mr. Olson noted that anything could be possible. Mrs. Chaston asked if the design included irrigation. Mr. Olson noted that it does not include irrigation. Mr. Olson stated that the site is mobile soil.

For the DeFazio Track Resurfacing, Mr. Olson noted that the synthetic track is 11 years old and the only track in town. Mr. Olson noted that a typical track lasts 8-10 years and that Cape and Island Tennis did a site assessment. He noted that the track warranty has passed, and that the town needs to look into resurfacing. Mr. Olson noted that if the town fails to resurface the track, they will be looking into a higher cost of repair work. Mr. Olson explained that if the CPC approves the funding, they would like to proceed with the work in Fall 2020. Mrs. Geddes brought up a concern with Conroy field and that being able to use that one field could make a difference. Mr. Toolan noted that there are other fields that we could look at to use. Mr. Olson noted that it would be a 3-week project. Mrs. Geddes asked if the track would have the same texture as it does now. Mr. Olson noted that it would be the same porous rubber.

- B. **Town Engineer: Rosemary Sediment Removal Project, Walker Pond, Rail Trail Trailhead:** Ms. Carey noted that Mr. Tony DelGaizo was not able to come to the meeting due to an injury. Ms. Carey stated that Mr. DelGaizo is working on the design for the Rail Trail Trailhead Project. Ms. Carey noted that the parking for the trailhead would be linear and will help people with mobile disabilities access the trail easier. Ms. Carey noted that there is CPC money, but not enough to hire a company to design it. Mr. Toolan stated he would like to see a walking path from the parking lot to the Rail Trail.
- C. **Capital/Operating Budgets:** Ms. Carey noted that the budget is in and presented. Ms. Carey stated that the commission will look for more monies for reserved staff. Mr. Gerstel noted that the commission would have to start a conversation about the monies. Mrs. Chaston noted that the commission would not have to make a formal request, however, they would need to come to a decision. Mr. Gerstel noted that he would like to know what is available in the revolving fund by Monday.
- D. **CPC Proposals:** Ms. Carey quickly reviewed the lights at Claxton and DeFazio and the track. Ms. Carey noted that Mr. Edward Olsen would be handling that. (see notes from Discussion Item A.)
- E. **Department Program Offerings:** Ms. Carey noted that there needs to be more programming. Mr. Toolan noted that the department should be looking into more one-off programming ideas. Mrs. Chaston stated how proud she was of the programming that has been offered since the opening of Rosemary Recreation Complex. Mrs. Geddes stated

that the programming is creative and would like to see some of these offerings continue into the summer.

- F. **Office Transition:** Ms. Carey noted that this would be her last commission meeting. Ms. Carey noted her last day was on January 15, 2020.

5. Action Items:

- A. **Rosemary Recreation Complex- Building Use Policy: Building Use Policy:** The commission reviewed the Interim Rules and Regulations for Use of Rosemary Recreation Complex and the Basic Multi-Purpose Room Schedule (see attached documents). Mrs. Geddes stated that she has concerns with reoccurring meeting with groups. Mr. Toolan suggested that when the staff receives requests for reoccurring events that it be brought to the commission for approval. Mr. Toolan stated he doesn't want the department to give up prime program space and that he would like to see it all be balanced out. Mr. Gerstel noted that we need to have a policy in place for this and likes Mr. Toolan's idea. Mr. Toolan made a motion to approve the interim policy of RRC with the requests of reoccurring events being approved by the commission. Mrs. Geddes second the motion. The commission approved the motion.
- B. **Walker Pond CPC Request:** Mr. Gerstel noted that after speaking with Mr. DelGaizo that the Needham Reservoir needs to be done before Walker Pond to be in line with the EPA time window. Ms. Geddes asked if it was possible for them to be able to do multiple projects in one year. Ms. Carey stated that they would not be able to do so with the Rosemary Lake project. Ms. Carey stated that the reservoir is at a level 5 of contamination and needs to be worked on. Ms. Carey suggested putting together a working group and that they may possibly be able to do Walker Pond in pieces. Mr. Toolan noted that there are many steps to this process in order to make it happen. He noted that all the stakeholders need to be involved and they would need to know the scope of the project. He noted once that is done then you can go to the CPC, Mrs. Chaston stated that they would form a working group. Mr. Gerstel made a motion to not support the CPC Proposal for Walker Pond, but to put it on the Park and Recreation Commissions goals to create a working group and continue to move forward with this project. Mrs. Chaston seconded the motion. The commission approved the motion.
- C. **Needham Soccer Club Lights Waiver-** The commission reviewed the Needham Soccer Club Lights Waiver. Mr. Toolan made a motion to approve. Mrs. Chaston seconded the motion. The commission approved the request.
- D. **Special Event Requests-**
- **Cub Scouts Pack 8 –** The commission reviewed the request from the Cub Scouts Pack 8 for the use of Claxton field to host a rocket launch. Mr. Toolan made a motion to approve the request. Mrs. Chaston seconded the motion. The motion was approved.

- **Needham Boys Lacrosse**-The commission reviewed the first request from Needham Boys Lacrosse. Mr. Gerstel noted that Needham Boys Lacrosse needs to speak with Needham Girls Lacrosse to discuss switching field space for that event being held on June 7, 2020. The commission will review this request again once the arrangements with the other organization have been made.
The commission reviewed the second request from Needham Boys Lacrosse. Mrs. Chaston made a motion to approve. Mr. Gerstel seconded the motion. The second request was approved.
- **St. Joseph School**-The commission reviewed the request from the St. Joseph for the use of Greene's field for their Field Day. Mrs. Chaston made a motion to approve. Mr. Gerstel seconded the motion. The commission approved the request.

6. Issues Not Reasonably Anticipated by Chair within 48 Hours: None presented.

7. Topics for Future Agendas: None presented.

8. Adjournment of Meeting: Mr. Toolan made a motion to adjourn the meeting at 9:45 PM. The motion was seconded by Mr. Gerstel and the meeting adjourned at 9:45 PM.

Respectfully submitted,

Angela O'Connor, CPRP
Assistant Director