

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

**MINUTES OF MEETING
July 11, 2011**

PRESENT: Thomas M. Jacob, Chairman
Michael J. Retzky, Vice Chairman
Cynthia J. Chaston, Member
Brian S. Nadler, Member
Andrea L. Shorthose, Member
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director

GUESTS: Bob Cohen, DeFazio Neighbor

The meeting convened at 7:00 PM in the Charles River Room located in the Public Services Administration Building.

1. **Minutes of Meeting of June 13, 2011:** Mr. Nadler made a motion to approve the minutes of the June 13, 2011 meeting. The motion was seconded by Mrs. Chaston and the motion was approved.
2. **Director's Report:** Submitted in writing prior to the meeting.
3. **Assistant Director's Report:** Ms. Peirce reported that Happy Birthday Needham 300 was the theme for the Rosemary Pool first Family Fun Night of the season. Despite the weather the people who attended had a great time. The Needham Channel recently did a news feature about the Pool. Ms. Peirce has been trying to spend as much time as possible at the pool this summer. Summer programs are going well with very good registration numbers. The second session of swimming lessons, the second week of the Tennis Academy and Junior and Adult Golf Lessons all began this week. The first evening of Arts in the Parks headlined by the Tom Natile Big Band was well attended. The next Arts in the Parks concert will host Four Guys in Tuxes. There was a complaint recently about the Newman tennis courts not being available this summer. Ms. Peirce is meeting on July 12th with members of the Eco Explorer group to do an initial review of the Hillside School grounds for an outdoor learning project. Ms. Peirce submitted a Trail Maintenance Activity Notification to the Conservation Commission to do trail work with the Outdoor Living participants at Ridge Hill. The notification will be reviewed by the Conservation Commission at their next meeting. Mr. Jacob commended Ms. Peirce for all the work she has done this summer and her continued enthusiasm.

4. **Discussion Items:** Discussed later in the meeting
 - A. **Rosemary Pool:** Ms. Carey reported the information from the review of the draining of Rosemary Lake will be available soon.
 - B. **Walker -Gordon Renovations:** Ms. Carey reported that the working group is close to finalizing the specs to go out for the Walker Gordon Field renovation project. She noted that the playground improvements will include installation of a tire swing, a play fishing shack, and a bouncy spring toy. The fence will be replaced with a wooden guard rail type fence. Stone dust will be used on the path to the picnic area and gravel or pavers for the driveway. Ms. Carey reviewed the layout of the field.
 - C. **Greene's Field Playground:** Mr. Jacob reported he and Selectman Jerry Wasserman have interviewed 14 potential candidates for the Greene's Field Playground Committee. Out of the 14 interviewed some were members of St. Joseph Parish, the Needham Women's Club, Parent Talk, Save Greene's Field group, Exchange and Rotary Clubs, and 3 interested citizens not affiliated with any particular group. The candidates that have been interviewed are enthusiastic and excited to help create a long term vision for the Park. Suggestions have included having 2 play structures for older and younger children and a water feature. On July 26th the Board of Selectmen will choose the members of the committee. Mr. Jacob also noted one of the goals for the Park and Recreation Commission is to work on switching the jurisdiction of Greene's Field from the Board of Selectmen to the Park and Recreation Commission.
 - D. **Lifelong Community Center Concept:** Mr. Jacob reviewed the handout stating the mission of the Lifelong Community Center group. Ms. Carey indicated she is recommending the group look at the Senior Center, Rosemary Pool and the Needham Library as a community center campus model. Mr. Jacob noted that Mr. Bulian would like to suggest the group focus on the Rosemary Pool facility. Mr. Jacob will schedule a time to meet with members of the Lifelong Community Center group. Mr. Nadler and Ms. Carey will attend.
 - E. **Projects with DPW:** The bid documents are almost completed for the Mills Field fencing project which includes replacing the dugout entry fencing with black chain link fencing. Needham Little League will paint over some graffiti located on the Mills dugouts. Also included in the bid is fence replacement at Cricket Field along Hillside Ave. Ms. Carey is working with Public Facilities to inquire about installing a 1 unit bathroom at Mills Field. The bid for the drainage project at High Rock Field is almost completed and should be installed this summer. In addition, the Claxton batting cage is scheduled to be installed this summer. The bleacher pads at Memorial Park need to be rebuilt to install the permanent bleachers. The School Department is paying for the replacement pads.

The proposed schedule for installation is August 2011 and will provide seating for 400 spectators.

- F. Commission Goals and Important Issues:** Mr. Jacob suggested the Commissioners each contact their respective committee chairpersons to inform them of their roles as the Park and Recreation liaison. He noted that the Commissioners should remind the committee chairs that they are available to share Park and Recreation information and concerns but are not able to make statements until issues are discussed and voted on by the 5 member commission. Mr. Jacob recommended periodically revisiting the goals list throughout the year.
 - G. Future Capital Projects- Preliminary Discussion:** Ms. Carey noted that if the CPC funding rules change CPC funds could be used to help renovate the Newman Fields and renovate the fences and backstop at Claxton Field.
 - H. Draft Policies:** Mr. Nadler suggested setting up an informal review of the draft policies with the Memorial Park Trustees, Needham School Committee, Board of Selectmen and High School Athletic Director. Each group will have up to 30 days to review internally and then schedule a public meeting to share with the residents. Mr. Nadler called Memorial Park Trustee John Gallelo to ask him if the Memorial Park Trustees had reviewed the draft policies at a Trustee meeting. Mr. Gallelo indicated that they had been reviewed but further discussion is required. Mr. Nadler will try to attend the next Memorial Park Trustee meeting.
- 5. Action Items:**
- A. Setting Fall/Winter /Spring Fees:** Ms. Carey explained the timing to produce, edit and print the fall brochure presents some logistical difficulties to set the fees by the next Commission meeting. Taking into account the minimum number of participants, staff and equipment costs a formula is used to determine fees for programs. Ms. Carey suggested the Commissioners approve the system for setting the fees but not the actual fees in order to get the brochure delivered to households on time. Based on the formula for creating fees the Commissioners agreed to give the Director of Park and Recreation the ability to set the fees. Mr. Jacob asked that a list of the fees be presented at the next Commission meeting.
 - B. Refund Request:** Mr. Nadler made a motion to approve issuing a credit to the Osman Family for the Summer Playground Program. Mr. Retzky seconded the motion and the motion was approved.

- C. Special Event Request:** The Charles River Center requested the use of Conroy Field, the track and the Carleton Pavilion located at DeFazio Park from 10:00AM-2:00PM on September 24, 2011 to host the Ellie Bloom Olympics. The rain date will be September 25, 2011. Mr. Nadler made a motion to approve the request from the Charles River Center on September 24, 2011 with a rain date of September 25, 2011. The motion was seconded by Mrs. Chaston and the motion was approved.

6. Topics for Future Agendas: None Presented.

7. Adjournment of Meeting: Mrs. Chaston made a motion to adjourn the meeting at 8:55 PM. The motion was seconded by Mr. Nadler, and the meeting adjourned at 8:55 PM.

Respectfully submitted,

Karen A. Peirce, CPRP
Assistant Director