

TOWN OF NEEDHAM TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Wednesday, June 8, 2016 – 7:00 PM – Memorial Park Building

PRESENT: Mark Forbes, Vice-Chair; Jim Healy, Clerk; Chuck Mangine; Bill Topham; Matt Borrelli, BOS designee

ABSENT: John Gallelo, Chair

GUESTS: David DiCicco, Park & Recreation designee; Patti Carey, Director Park & Recreation Commission; Ed Olsen, Director Parks & Forestry; Mike Retzky, Public Facilities – Construction Division

The meeting was called to order by Vice Chair Forbes at 7:07 P.M. The minutes of the May 12, 2016 meeting were approved 5-0.

Patti Carey discussed the “Arts in the Parks” program and that every effort will be made to tell citizens who bring their dogs to these events that they must remove them from the Park. Topham believes police enforcement is necessary, not just for these events, but for the Park generally. Borrelli stated that the police will monitor the Park for this problem and provide enforcement. Mangine reminded the Trustees that a “geese dog” is permitted to be on the fields. DiCicco believes this problem will only be remedied by putting pressure on the user groups.

We discussed the new water bubbler that will be installed at the Park this summer. The Trustees approved this project and selected a dark green color.

As of the end of May, we have \$97 remaining in our FY’16 budget. Topham tried to order additional flags, but we are still waiting to hear from the Finance Department if we have sufficient funds to pay for same. Borrelli advised that the Town Manager’s Office is in the process of developing a new protocol for processing purchase orders, which will be delivered to the Trustees this summer.

Ed Olsen provided updates on the Gateway Garden and field drainage projects. A contractor has been hired to make the garden renovations and Olsen is hoping they might be completed by July 1, 2016. Healy asked that if there any unspent monies from the \$20,000 authorization, consideration be given to improving the sign boards. Mangine suggested installing aluminum channels on the boards so the signs can be more easily inserted/removed. Mangine also suggested creating a permanent sign board that can be put in place when no special event poster is being displayed. It was thought we can either paint such a permanent sign on the backdrop of the board, or create a removable sign. Park & Rec will seek the thoughts from summer interns. The

Trustees voted 5-0 to ratify the email vote that was previously taken to authorize Olsen to proceed with the design that had been forwarded to the Trustees on May 26, 2016.

With respect to the field drainage project, a contractor has been hired to do this work – capture, re-direct and re-charge the storm-water from the hill into chambers installed under the parking lot. Olsen believes the work will be completed by mid-August, at the conclusion of which the contractor will install a 1 ½ inch overlay and then re-stripe the lot. Healy will look into an updated parking lot lay-out.

Mike Retzky discussed the upcoming feasibility study (\$50,000) for the fieldhouse and surrounding Park area. Needham's Permanent Public Building Committee needs two "user group" representatives (from the Trustees), who will be voting members on issues related to this study. Three members stated their desire to fill these two seats (Borrelli, Healy and Topham), and following a private ballot, Borrelli and Healy were selected.

Olsen provided an update on the July 3rd / 4th activities, stating he hoped to have all tents and apparatus in place by June 30 / July 1, and that a walk-through with public safety, DPW and Exchange Club would occur on July 1 – the Trustees are invited.

The Special Events Requests of Needham Jr. Football, Needham Legion Baseball, and Needham Junior Legion Baseball to use field lights for as yet undeclared playoff games (if these teams make the playoffs) was approved 5-0.

Healy and Borrelli discussed the "free cash" that was not transferred by Town Meeting to the Athletic Facility Improvement Fund. According to Borrelli, this "free cash" will remain in that status and be re-certified by the State in the fall of 2016, and available for appropriation in May 2017.

Topham stated some of the fieldhouse windows are unable to be closed, and further, the left side/rear doorway cannot be locked. Borrelli will report this to Facilities.

DiCicco inquired about the Trustees' "Revolving Fund", and Healy advised that the Town's Finance Director, Dave Davison, stated in March 2015 that the Fund balance is \$603, and there had been no deposits for nine years. DiCicco also inquired about the Kyle Shapiro Memorial Park Fund, and Healy advised that Town Manager Kate Fitzpatrick stated in June 2015 that the monies originally deposited into this Fund were later forwarded to the Shapiro family foundation.

A Motion to Adjourn was made, seconded and approved 5-0 at 8:11 pm. The date of the next Trustees meeting was not set.

END OF MINUTES.

Respectfully submitted,

James G. Healy, Trustee and Clerk