

TOWN OF NEEDHAM TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Wednesday, July 20, 2016 – 7:00 PM – Memorial Park Building

PRESENT: John Gallelo, Chair; Mark Forbes, Vice-Chair; Jim Healy, Clerk; Matt Borrelli, BOS designee

ABSENT: Chuck Mangine; Bill Topham;

GUESTS: Mike Retzky, Public Facilities – Construction Division

The meeting was called to order by Chair Gallelo at 7:04 pm. A quorum was declared.

The minutes of the June 8, 2016 meeting were approved 4-0.

Mike Retzky continued a discussion of the upcoming feasibility study (\$50,000) for the fieldhouse and surrounding Park area. Prior to the meeting, Retzky had provided all Trustees with a draft of the “Request for Designer Qualifications” (RFQ) that will be submitted for approval to the Permanent Public Building Committee (PPBC) in August and then published. Retzky paid particular attention to pages 5-9 of the RFQ that deal with the “scope” of the study and preliminary project schedule. If the Trustees have additional comments or questions, they are to send them by July 29, to Healy and Borrelli for transmission to Retzky.

Healy stated he hoped this Study would be completed in sufficient time for the design phase to be on the May 2017 Annual Town Meeting Warrant. Healy stated this was the position of many members of the Finance Committee when this Study was brought before them. Borrelli stated he understood the design phase may not be on a Warrant until the May 2018 Annual Town Meeting. Healy asked Borrelli to speak with his Selectmen colleagues and the Town Manager to review this timing issue. Healy also asked when a “financing plan” would be made public that showed all of the upcoming Town Capital projects (including the Memorial Park fieldhouse). Borrelli stated he expected this to be issued shortly and a copy would be provided to the Trustees. This item led to a general discussion of the other capital projects on the 2014 Facilities Master Plan, and the potential order in which these projects would be brought forward. Healy asked the Trustees to advocate for the fieldhouse project not getting lost in the shuffle.

After our last meeting on June 8, ParentTalk emailed the Trustees and asked if they could use a “bouncy house” at their Flicks on the Field event on August 20. The Trustees agreed to put this on the agenda for this meeting, but ParentTalk then withdrew their request.

Gallelo raised a potential issue with NHS Athletic Director Micah Hauben performing some work on the 1st base bag at the 90' baseball diamond. DPW had to be called in to remedy the situation. The Trustees re-stated their policy that no one should be performing any maintenance, work or repairs on the Park land without the express approval of the Trustees – and then only when performed by DPW employees or supervised contractors.

Gallelo reported the July 3rd / 4th activities proceeded without issue or problems. As in the past, some of the natural grass fields had some damage from blankets having been left on the ground for a long period of time (to save seats for the fireworks).

At our June 8 meeting, Topham stated some of the fieldhouse windows are unable to be closed, and further, the left side/rear doorway cannot be locked. Borrelli reported this to Public Facilities, which advised in an email dated June 12 that the issues would be remedied.

Healy stated that the work by DPW and Ed Olsen (and Mike Logan) in renovating the Gateway Garden was outstanding. All of the Trustees heartily agreed.

A Motion to Adjourn was made, seconded and approved 4–0 at 7:51 pm. The date of the next Trustees meeting is Tuesday, August 23, 2016 at 7:00 pm, at the fieldhouse.

END OF MINUTES.

Respectfully submitted,

James G. Healy, Trustee and Clerk