

TOWN OF NEEDHAM TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Wednesday, March 8, 2017 – 7:00 PM – Memorial Park Building

PRESENT: John Gallelo, Chair; Mark Forbes, Vice Chair; Jim Healy, Clerk; Chuck Mangine; Bill Topham; Matt Borrelli – BOS Representative

GUESTS: Dave DiCicco (Park & Recreation Commission); Mike Retzky (Public Facilities – Construction Division); Mark Meche and Dana Weeder (Winter Street Architects); and Bud Sumner (Needham Touchdown Club)

The meeting was called to order by Chair Gallelo at 7:04 pm. A quorum was declared. The minutes of the meetings of February 8, and February 15, 2017 meetings were each approved 6-0.

Bud Sumner from the Needham Touchdown Club presented a “Special Event Request” to use the fieldhouse for monthly Club meetings (on Monday evenings) on March 6, April 3, May 1, and August 7, and also for a school fundraiser on June 3 and 4 (8:00 am to noon). This request and a separate motion to waive the two-meeting rule were approved 6-0.

The Trustees reviewed, considered, and approved a new form “Request to use Memorial Park Building” developed by Patty Carey.

Winter Street Architects led a lengthy discussion about their progress to date on the Feasibility Study, and they presented two alternative schematics for a renovated building. All Trustees participated in the discussion. The Trustees stated they liked more of the elements of the 1st floor drawing from Weeder, but more of the elements of the 2nd floor drawing from Meche. The Trustees remain in favor of two separate “team rooms” with segregated access to a bathroom servicing each room. We did not see the need for a trainer’s room, believing the team rooms can serve that purpose. We liked the controls for irrigation and a storage area for sports equipment both being close to the fields. On the 2nd floor, we would like the bathroom areas expanded slightly, and beyond the main Trustees meeting space and large function/meeting space, we don’t see the need for two more meeting rooms, only one more is necessary. The Trustees were uncertain about a roof deck, and we would like to see different options and associated pricing.

Healy asked if the drawings that were shown this evening are closer to the original 1st, 2nd or 3rd options previously presented. Meche said they are more in the range of between the 2nd and 3rd options. Meche agreed the slightly larger footprint was the result of also making room for Parks and Forestry on the 1st floor – in addition to the

team rooms. Healy asked Borrelli if the BOS were in favor of this increased square footage with the associated increased costs, and Borrelli replied in the affirmative. Retzky and Meche also said the PPBC were in favor of this approach.

The Feasibility Study “Working Group” was held on February 28, but our designee, Chairman Gallelo, was unable to attend because he was out of the Commonwealth. The next Working Group meeting is scheduled for March 15 at the PSAB from 8:30 to 10:00 am – Matt Borrelli also attends these meetings.

The Trustees again reviewed the following “Special Event Requests”, originally discussed at our meeting on February 8:

- The requests from the Needham Exchange Club, Needham Soccer Club, and 128 Lacrosse were tabled because the Trustees need to obtain additional information about the Exchange Club’s new request to use food trucks (who receives the revenue, and should Needham’s brick and mortar businesses have an opportunity?), and additional information concerning what amount of “fees” received by the Soccer Club and 128 Lacrosse come back to Memorial Park.

The following requests were approved 5-0-1 (Gallelo abstaining):

- Arts in the Parks – for gazebo, 90’ diamond and fieldhouse, on the following Thursdays, 7/6,13,20,27 and 8/3,10, from 5:00 to 9:00 pm. – request use of small sign board and restrooms
- American Legion Baseball – for the 90’ diamond for try-outs – on 4/9,16,23,30 and 5/7,14,21, 28 and 6/4, from 3:00 to 6:00 pm. **(they are not seeking to use the field lights)**
- Needham Jr. Football – for the multipurpose field for Open House football practice on 4/2 from 1:30 to 3:45 – request use of bathrooms – request use of concession area for check-ins, not food sales.
- Needham Jr. Football – to extend light shut-off time at the multipurpose field until 10:00 pm for their home games (TBD).
- Needham High School – to extend the light shut-off time as follows: for the 90’ diamond on 5/16 until 9:30 pm; and possibly for the 90’ diamond on 5/30, 5/31, and/or 6/1 until 9:30 pm (in the event the Varsity baseball team hosts a home playoff game); for the multipurpose field on 5/30, 5/31, 6/1, 6/3, 6/4 (Sunday), 6/6, 6/7, 6/8, 6/10, and 6/11 (Sunday) until 9:30 pm (in the event the Men’s or Women’s Varsity Lacrosse teams host a home playoff game). **[N.B. – possible conflicts with Varsity Baseball playoff games need to be resolved by the AD]**

The Trustees voted 6-0 (i) to continue a Revolving Fund and to get same authorized at this May’s Annual Town Meeting; and (ii) to revise the language of the Fund to allow the

collection and receipt of monies not just for concession room sales but also for any “sales” or “fees” generated at the Park, including but not limited to food truck sales and special event fees.

Healy and Topham will contact the Community Preservation Committee to see if we can attend one of their future meetings to discuss the Memorial Park building project and what amount of this project might be able to be paid by CPA monies.

We have still monies remaining in our meager FY’17 budget. Topham will meet with Patty Carey concerning same.

ParentTalk submitted a “Special Event Request” for their annual “Flicks on the Field” – using the baseball outfield and parking lot on August 19 (rain date of August 20) from 5:00 to 10:00 pm, no fee is charged, they request use of a sign board beginning three weeks before the event (**Mark Forbes**), request the gazebo lights and restrooms, and **they would like the field lights to come on after the event and up to 10:00 pm for clean-up** (this may require an additional form); they will have an attendant to oversee the screen and generator. **The Trustees would like to meet with a ParentTalk representative before voting this request.**

Steve Small from the Gazebo Players would potentially like to do a Shakespeare in the Park event on one of the last two weekends in July. **The Trustees are willing to meet with Mr. Small to discuss this potential request.**

The Trustees have been invited to a Joint Public Meeting for seven Town Boards to discuss the Town’s draft Open Space and Recreation Plan – the meeting is on Tuesday, March 28 from 7:15 to 8:15 at Powers Hall. Borrelli will obtain additional information about this meeting and whether Memorial Park is included in the discussions.

BOS Chair Matt Borrelli generously invited all Trustees and their respective wives/spouses to attend the Chairman’s Dinner on Monday, April 3 at the Center Café at 5:00 pm – please RSVP to Sandy Cincotta by March 24.

Borrelli handed out a draft Food Truck vendor’s policy and asked if the Trustees wanted Memorial Park to be included as an authorized site – the Trustees will review same and discuss it at a future meeting.

Borrelli advised the Rotary Club may seek to run a carnival in the High School upper parking lots, and if so, they may ask for use of our lot for overflow parking. Healy wanted to know how they stole his idea – and Borrelli had no comment.

Due to the length of the meeting, the Trustees decided to table Town Manager Kate Fitzpatrick’s memo to the Trustees dated 2/7/17 on the subject of trash at the Park, which memo will be discussed at a future meeting.

A Motion to Adjourn was made, seconded and approved 6–0 at 8:46 pm (now, our longest meeting in recent history, surpassing February 8, 2017).

END OF MINUTES.

The next Trustees meeting is tentatively set for Wednesday, April 12, 2017, at 7:00 p.m., at the fieldhouse.

Respectfully submitted,

James G. Healy, Trustee and Clerk