

TOWN OF NEEDHAM TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Tuesday, April 18, 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 and Patty Carey (Park & Recreation Commission); Mike Retzky and Steve Popper (Public Facilities – Construction Division); Mark Meche and Dana Weeder (Winter Street Architects); George Kent (Permanent Public Building Committee); Joanna Kram (ParentTalk); Steve Small (Shakespeare in the Park); Sam Hart, John Terry and Bill Dermody (Exchange Club); Ted Shaughnessy (Rotary Club); Micah Hauben (NHS Athletic Director); and Dan Matthews (BOS)

The meeting was called to order by Chair Gallelo at 7:07 pm. A quorum was declared.

Chair Gallelo called for a moment of silence in memory of John “Jack” Logan, former Trustee, former Veteran’s Agent for Needham, and always a gracious and caring gentleman.

The minutes of the meeting of March 8, 2017 were approved 6-0.

Following the Town Elections on April 11, the Trustees voted unanimously for Gallelo to be Chair, Forbes to be Vice-Chair and Healy to be Clerk.

Winter Street Architects, Public Facilities, PPBC, and the Trustees engaged in a lengthy discussion about the progress to date on the Feasibility Study for a reconstructed fieldhouse. Winter Street presented the current conceptual design that will be presented to Town Meeting, where funds (\$375,000) will be sought to perform a full “design.” The essential components of the current conceptual design are substantially the same as the Trustees reviewed and approved at our last meeting. Meche also displayed a photograph of the old Walpole High School (in front of Walpole’s playing fields), which shows a traditional New England style brick building that the Trustees believe should be the model for the fieldhouse’s exterior.

Gallelo and Topham remain concerned about including a 2nd floor exterior deck, which they believe may result in off-hour use by young adults. Kent and Popper advised this issue will be further explored if Town Meeting approves the full design, and the Trustees will continue to be consulted. Borrelli remains in favor of the deck.

Mangine spoke in strong favor of the conceptual design, and he would also like to see a cupola added to the roof. Mangine also asked that the loading area for the DPW garage part of the building be re-examined to ensure trucks and fork lifts can negotiate the area. In sum, the Trustees unanimously supported the current conceptual design based on the proposed size (11,300 square feet) and programming.

The Trustees then discussed the estimated cost of this project - \$5.8 million (which includes the \$375,000 design monies). Healy, Forbes, Gallelo, Mangine and Borrelli are all in favor of proceeding with this project based on this cost estimate. Healy pointed out Winter Street's finding that based on interviews of user groups, the fieldhouse is used 220 times/year. Mangine added that this is not just a Park or Trustees building, but a Town building that houses essential Town services, and accordingly, this project should have broad support. Topham objected to the price tag, and questioned if the other Trustees were in their right minds. Specifically, Topham said the per-square foot cost of construction is too high.

Meche, Popper and Kent spoke about why a renovation or refurbishing was not recommended. First, both the International Existing Building Code and the Commonwealth's Architectural Access Board require, in essence, that when 50% of an existing building is changed, "grandfathering" clauses concerning handicap accessibility go away. Further, because this is a "public" building, the standards for handicap accessibility and code compliance are stricter. Also, with a "renovation", more contingency money must be set aside in the construction budget because you will undoubtedly come across unforeseen issues, and further, renovation projects almost always result in more contingency monies being spent. Most important, a "renovation" won't result in the type of program use and amenities sought by the Trustees, user groups, and Parks and Forestry. Only a reconstruction and slight expansion can accomplish these goals.

Borrelli spoke about the cost issue and stated that the cost of public commercial construction is substantially higher than private residential construction, and that the PPBC has 20 years of experience overseeing and managing the Town's public building projects and they have proven to be accurate in estimating costs. In sum, the Trustees supported the cost estimate 5-1, with Topham dissenting.

Hauben discussed the winter's ice damage to the baseball scoreboard. The Trustees unanimously approved the necessary repairs, but the monies for same will obviously have to come from other Town budgets. Gallelo requested that different colored light bulbs be installed (red). Hauben will work with Patty Carey on these issues. Hauben also discussed the graffiti that was found inside one of the dugouts. The Trustees asked Hauben to advise the Needham Police and then work with Ed Olsen to paint the area.

The Rotary Club's Ted Shaughnessy sought permission to use the Park's parking lot for customer parking only on July 7, 8 and 9 associated with a "carnival" located in the

upper High School parking lot. Shaughnessy agreed that any trash will be properly removed from the lot. The Trustees voted in favor 6-0.

We met with ParentTalk's Joanna Cram, who had previously 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. Cram stated no one will enter the Memorial area, no dogs will be allowed, and they will properly remove all trash. The Trustees voted in favor 6-0.

We met with Steve Small from the Gazebo Players of Medfield, who would potentially like to do a Shakespeare in the Park event on July 29 and 30. We told Small we might be favorably inclined but he needs to complete a Special Event Request. One issue may be they also need an "inside" space in the event it rains, and they need to find out if such an inside space is available nearby.

We met with the Needham Exchange Club (Sam Hart, John Terry and Bill Dermody) concerning their Special Event Request related to July 3rd and 4th activities – requesting the entire Park, fieldhouse (including concession stand) and parking lot from 6/30/17 – 7/5/17 – request the large and small signboards from 6/24 – 7/5 – music will be played from 7:00 to 9:15 pm on July 3 – portable bathrooms will be delivered on either 6/30 or 7/3 and picked up on 7/5 – food items will be prepared and sold – parking lot will have tents – pony rides on 7/3 – grills for cooking will be used – **also a request to have the field lights on after 9:00 pm on July 3 to allow attendees to safely exit the area after the fireworks**. The Club advised they will be cooking themselves on July 3, but on July 4 they would like to use food trucks. The Trustees voted 6-0 to allow the use of no more than three (3) food trucks on July 4, but only after the Club contacts some of the Town's brick and mortar restaurants to learn if they are willing to provide this food service.

Park & Rec Director Patty Carey explained the various "fees" that are collected from user groups (non-School related) concerning their use of the Town's fields. Carey handed out a memo describing same (attached to these minutes). With respect to any "users" of Memorial Park, the Trustees asked that they be consulted on the future amounts of these fees, to which user groups they should apply, and how any collected fees are used. The Trustees also requested the current balances of each "fee" account. Carey will report these requests to the Park & Rec Commissioners.

The Special Event Requests of the Needham Soccer Club (Memorial Weekend Soccer Tournament for all fields from 5/26 to 5/29, clean-up on 5/30, request to use bathrooms and possibly bring in portable toilets, request to use the concession room, **also, a request for light waiver to keep lights on the multi-purpose field until 10:00 pm on**

5/26 and 5/27), and 128 Lacrosse [multipurpose field from 6/21 to 6/23, 9:00 am to 2:30 pm (rain dates of 6/26 to 6/28), and request to use bathrooms) were each approved 6-0.

Dan Matthews spoke about proposed By-Law amendments that would allow the BOS to issue licenses to "hawkers and peddlers" who seek to do business within 1,000 feet of a playground and field (currently not allowed). The Trustees have no objection as long as no such license will be issued within 1,000 feet of Memorial Park without the Trustees consent. Matthews stated this is acceptable.

The Trustees voted 6-0 to table a discussion of the potential installation of a "dome", and although they would review any proposal concerning same, this would undoubtedly require a significant amount of research and discussion about this subject matter, as well as a full inquiry on funding sources. Healy will advise the interested citizen.

Healy advised that Town Finance Director Dave Davison has included the Memorial Park Revolving Fund in this May's Annual Town Meeting.

Healy and Topham, respectively, reported on the April 12 meetings of the BOS and PPBC. In particular, the BOS voted unanimously to support the Town Meeting Article that seeks to appropriate \$375,000 for the "design" of a reconstructed fieldhouse.

Healy reviewed a proposed flier from the Trustees to be sent to all Town Meeting members (in the Town Clerk's upcoming mailing) requesting support for this design article. All Trustees agreed to be signatories on the flier except Topham, who agrees with the elements of the conceptual design but not the estimated cost.

The discussion of trash at the Park was again tabled due to the hour.

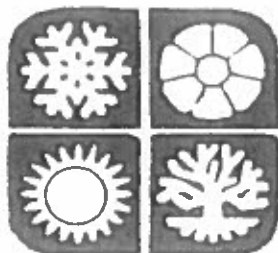
A Motion to Adjourn was made, seconded and approved 6-0 at 9:14 pm (now, our longest meeting in recent history, surpassing March 8, 2017).

END OF MINUTES.

The next Trustees meeting is tentatively set for Wednesday, May 3, 2017, at 6:00 p.m., at the fieldhouse.

Respectfully submitted,

James G. Healy, Trustee and Clerk



NEEDHAM PARK AND RECREATION COMMISSION

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Fees for use of Athletic Fields

April 18, 2017

Type of Fees:

- **Field Administration Fee:** This fee goes into the Town's General Fund. For youth programs, it is \$5/person/season. For adults, it is \$45/four hour block of time or less. The amount that is collected each year is about \$35,000-45,000 (depending on time of year paid). In recent years, Town Meeting has authorized placing it in the Athletic Facility Fund, along with other funds.
- **Field Maintenance Fee:** This fee goes into the Park and Recreation Revolving Fund, and is spent by the DPW Parks and Forestry Superintendent for his field maintenance projects, along with what he receives in his operating budget. About \$80,000 is collected per year.
- **Clinic Fee:** If a clinic is held outside of a program's regular season, and is 4 days or less, it is a clinic. Currently, the only clinic held at Memorial Park is a youth lacrosse clinic right after the school year ends. This lacrosse clinic also uses the synthetic turf fields at DeFazio. The fee is \$5/participant/day. Any non-residents participating pay an additional \$5. About \$25,000 is collected each year, and goes to the Park and Recreation Revolving Fund. The original thought was that it would be the start of the funds for replacing synthetic turf. It is currently used for annual maintenance for the synthetic turf fields at Memorial and DeFazio, and is available for smaller projects at the fields. Last year, a small portion helped fund the walkway next to the Memorial Park synthetic turf during the drainage improvement project. Starting in Spring 2017, the cost to repaint the lines on the synthetic turf fields will come from this fund.
- **Tournament Fee:** These are for tournaments that include bringing teams from outside of Needham. At least one Needham team needs to participate in the tournament. The only current tournament held at Memorial Park is the Memorial Day Weekend Soccer Tournament. It also uses fields at DeFazio, Newman, Cricket, High Rock, and Pollard. This tournament pays a \$15,000 annual fee. The rates for natural grass fields are \$250/4 hours or less or \$500/day. For synthetic turf, it is \$500/4 hours or less, or \$1,000/day. A few other tournaments are held each year, but not at Memorial Park. DPW Parks and Forestry primarily spends the Soccer Tournament money on projects on the natural grass multi-purpose fields.
- **Athletic Field Lights:** Groups using the athletic field lights pay \$35/hour for the use. The fees go into the Park and Recreation Revolving Fund and all invoices are paid from that account line. Needham High School pays for use of the athletic field lights.

DPW Parks and Forestry

All maintenance is handled by DPW Parks and Forestry, either with their own staff and supplies, or through a contractor doing specialized work. They utilize their operating budget, the Field Maintenance Fee, and supplement some tasks with Clinic Fees. Combined, they spend about \$230,000 on products and contractors across 25 diamonds and 15 multi-purpose fields.

Memorial Park

- Twice a year thorough maintenance of synthetic turf, including addition of infill – *from Clinic Fee*
- Twice a year repainting of lines on synthetic turf – *from Clinic Fee*
- 2.5 acres of natural grass field area is maintained; as the 90' diamond is a sand-based field, it receives more products to maintain than a typical baseball diamond
 - Spring – fertilization Replenish – carbon based bridge mixture
 - Spring – soil flush and water moving chemistry to dry turf
 - Late Spring – core aeration, top dress, overseed
 - Summer – grub control, fertilizer, soil surfactant – maximizes efficiency of irrigation and rain water
 - Fall Soil test and analysis – to make sure appropriate products and amounts are used for best results
 - Summer - core aeration, and overseed using Touchdown 80/20 mix – fast germinating seed mix
 - Summer - Replenish – carbon based bridge product
 - Summer - Vivax Plus Fertilizer – maximizes efficiency of irrigation and rain water
 - Fall – fertilization – Replenish
 - Fall – Deep tine aeration
 - Fall – calcium silicate buffer – increases wear tolerance, ball roll, playability
- Grooming and lining of the 90' diamond is done on a regular basis