

TOWN OF NEEDHAM TRUSTEES OF MEMORIAL PARK

MEETING MINUTES

Monday, February 12, 2018 – 7:00 PM – Park Fieldhouse

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

ABSENT: None

GUESTS: Steve Popper and Mike Retzky, Public Facilities – Construction Division

The meeting was called to order by Chair Gallelo at 7:05 pm. A quorum was declared. The minutes of both the Public Hearing (Neighborhood Meeting) on November 29, 2017, and the Trustees meeting on December 20, 2017 were both approved 6-0.

The meetings of the Planning Board and Community Preservation Committee on the proposed Fieldhouse renovation project were discussed. The Planning Board discussion will be continued at their meeting on February 13. In preparation for same, Mike Retzky submitted a detailed letter dated February 9 providing responses to the Board's questions (a copy of this document was given to each Trustee). Also, the Town Manager submitted a letter to the Board dated February 9 providing responses to "parking" questions. Attached to the Town Manager's letter was a letter of support from the Needham High School principal (both documents were given to the Trustees). The CPC will continue its discussion of this project and our request for CPA monies on February 28. We will need to adjust downward the "placeholder" funding request made by the Town's Finance Director when the CPC submission was filed in early December.

The Trustees discussed proposed "Rules and Regulations" for Use of the renovated Fieldhouse. Healy stated this draft document was a good starting point and thanked Forbes and Dave DiCicco for putting it together. Healy also stated the document might be able to be shortened a bit, certain specific language might need to be edited, and we should follow the examples provided by similar "use policies" currently being used by other independent Boards and Committees, such as the School Committee, Library Trustees, Council on Aging, and Park & Recreation Commission. Healy stated the Trustees of Memorial Park are no different from these organizations. Healy also stated he understands that because the Trustees have an infrequent meeting schedule, there should be a full-time Town employee who assists in managing the day-to-day use requests. Borrelli suggested there should be an agreed-upon "use policy" voted on by the Trustees but implemented by full-time Town employees. Topham requested information about the recent "sock hop" at the Center at the Heights. Forbes said the Trustees need to establish "priorities for use", and we also need to discuss what fees might need to be paid for the various and different uses of the building. Topham

mentioned the need to pay for a custodian or police/fire personnel. Borrelli stated these items will be addressed in the Policy. He also stated this will be a Town building which will receive regular and usual Town cleaning and maintenance. Healy pointed out Section 11 of the draft document that states as follows:

“The Trustees of Memorial Park and/or the Town Manager, or their designee therefore, reserves the final right of approval for use of the building and may, under extraordinary circumstances, cancel the function.”

Healy also stated that if the Trustees can be consulted on a use request, they should be. The group discussed if there might a card swipe access, and how a building monitor might be used. Retzky said that during construction (assuming Town Meeting approves this project) the workers would be able to use the Rosemary Pool upper lot for parking.

We took up the following Special Event Requests:

- a. Needham Flag Football - 3/31 Open House, 1 to 4, needs use of bathrooms
- b. Needham Exchange Club - 4th of July Festivities - 6/30 to 7/5 – requesting large and small sign boards from 6/30 to 7/5 – on-site restrooms and port-a-potties – use concession stand – they will be using portable grills and tents
 - their late lights request for 7/3 was voted in favor 6-0 (1st vote)
- c. Needham Soccer Club - Memorial Day Tournament - 5/25 to 5/28 – they will place, but not install, promotional signs near the fields – they need the restrooms and may also use port-a-potties – use of concession stand – there will be licensed food and clothing push carts
 - their late lights request for 5/26 was voted in favor 6-0 (1st vote)
- d. American Legion Baseball – 90’ diamond on Sundays 4/8 through 6/3 from 3 to 6
- e. Needham Baseball / Softball - Coaches Challenge – 6/1, 6 to 9:45 – will use restrooms and are bringing in pizza
- f. 128 Lacrosse - Youth Clinic - 6/18 through 6/20 (rain dates 6/20 – 6/22) – 8:30 to 2:30
- g. Needham Jr. Football / Cheerleading - Open House - 4/7/18, 1 to 5, may use PA system and grilles, will use restrooms and concession stand
- h. Park & Recreation - Arts in the Parks - Thursdays 7/12 through 8/17, 5 to 9, seating in outfield of 90’ diamond, if rain, the event moves elsewhere indoors, requesting the small sign board the morning of each concert; will use restrooms

and garage unless under construction – will develop a parking plan if there is construction

- i. Touchdown Club - Board Meetings - Mondays 2/12 through 6/11 – 7 to 8:30
- j. Touchdown Club - Balloon-a-gram - 6/3/18 – 7 to 3, will use helium tanks

Each of these Requests will be voted on at our next Trustees meeting – however, as noted, we took the 1st votes for the two “late-lights” requests.

Borrelli suggested we hold a tour of the current building in late April for all Town Meeting members and interested Boards/Commissions. The Trustees agreed.

Needham High School Varsity Baseball wants to hang a removable banner on the 90’ diamond outfield fence that states “Needham Rocket Baseball” (and no advertising) – from 4/1 to 6/1 – the Trustees will vote on this request at their next meeting.

A Motion to Adjourn was made, seconded and approved 6–0 at 7:59 pm.

END OF MINUTES.

The next Trustees meeting is tentatively set for Wednesday, March 7, 2018, at 7:00 p.m., at the fieldhouse.

Respectfully submitted,

James G. Healy, Trustee and Clerk